

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
School Committee Regular Meeting  
Thursday, March 2, 2017  
6:30 PM***

*Arlington High School  
School Committee Room  
869 Mass Avenue, 6th Floor  
Arlington, MA 02476*

*6:30 PM Open Meeting\* The Regular School Committee meeting will start immediately following Public Hearing on the FY 18 Budget. Therefore, the following times are the estimated times, and actual times may be shorter or longer.*

- *Dallin artwork by Stacie Greenland's students.*

*7:15 PM Public Participation*

*7:25 PM Approval of AHS Trip:*

- *Rome, Italy, February 15, 2018 Cassandra Mea*

*7:35 PM Monthly Financial Reports*

- *Monthly Financials January 31, 2017*
- *Monthly Financials February 22, 2017*

*7:45 FY 18 Budget Discussion*

*8:15 PM Superintendent's Report K. Bodie*

- *Update on School Building Projects*
- *Superintendent's Progress on Goals 1.4*

*8:40 PM Consent Agenda*

*All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:*

*Approval of Warrant: Approval of Warrant #17129, Total Warrant Amount \$571,599.37 Dated 2/9/2017.*

*Approval of Minutes: Approval of School Committee Regular Meeting, Thursday, February 14, and February 16, 2017.*

*Approval of AHS Italy Trip presented*

*Approval of Model United Nations, March 10 2017 NYC*

## *Approval of Travel Expense for Superintendent*

*Policy: None*

### *8:45 PM Subcommittee & Liaison Reports & Announcements*

- *Budget, Kirsi Allison-Ampe, MD. (Chair)*
- *Community Relations, Cindy Starks, (Chair)*
- *District Accountability, Curriculum/Instruction & Assessment, CIAA) Paul Schlichtman, (Chair)*
- *Vote Superintendent's Evaluation Timeline Second Read*
- *Facilities, Jeff Thielman (Chair)*
- *Policies & Procedures, Bill Hayner (Chair)*
- *School Enrollment Task Force, Bill Hayner, Cindy Starks, Jeff Thielman Gibbs Committee, Cindy Starks*
- *Legal Services Review, Bill Hayner and Len Kardon*
- *Warrant Committee, Bill Hayner*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*

*Submitted by Jennifer Susse, Chair*

### *9:30 PM Adjournment*

### *9:05 PM Executive Session*

- *To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and /or nonunion in which if held in an a open meeting may have a detrimental effect.*
- *To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting may have a detrimental effect, Collective bargaining may also be conducted.*
- *To discuss Security and Safety*
- *To discuss Open Meeting Law Violation Complaint*
- *Negotiations Update*
- *AEA MOA Agreement for Kindergarten Teachers 2017/2018.*
- *Vote to approve the following Executive Session Minutes: January 26, 2017*

### *Correspondence Received:*

- *Rome, Italy Trip 2018*
- *Monthly Financial Reports, 1/30/2017 and 2/22/2017*
- *FY 18 Superintendent's Proposed Budget*
- *Warrant 2/9/2017*
- *Draft Minutes 2/14/2017 and 2/16/2017*
- *LWV February 2017*
- *January Superintendent's Newsletter*
- *Open Meeting Law Violation Complaint Form*

- *Dallin Artwork*
- *Approval form for Travel Expense for Superintendent*
- *Model United Nations, March 10, 2017 NYC Trip approval*
- *Boston Globe Article, February 28, 2017*
- *Commissioners Weekly Update, February 24, 2017*
- *Doug Heim memo*
- *Budget Motion from 3/1/2017 Subcommittee*
- *Circuit Breaker History*
- *Approved Budget Minutes January 25, 2017*
- *Approved Community Relations Minutes November 14, 2016*
- *Approved Community Relations Minutes January*
- *Draft Community Relations Minutes February 27, 2017*
- *Patriots Day Parade invite April 23, 2017*
- *Warrant For Annual Town Meeting and Special Town Meeting*



## **Town of Arlington, Massachusetts**

---

**6:30 PM Open Meeting\*** The Regular School Committee meeting will start immediately following Public Hearing on the FY 18 Budget. Therefore, the following times are the estimated times, and actual times may be shorter or longer.

**Summary:**

- Dallin artwork.by Stacie Greenland's students.

**ATTACHMENTS:**

Type	File Name	Description
❏ Photograph / Image	Minecraft_Pixel_Artists_Dallin_artwork.pdf	Digital Artists in the UK
❏ Photograph / Image	Parrots_-_Willson_Lau__Dallin_art.docx	Parrot Painting Willson Lau
❏ Photograph / Image	Rosemary_Farrar_Dallin_Art.pdf	Rosemary Farrar Dallin Art
❏ Photograph / Image	Carol_Nelson_.pdf	Dallin Art Carol Nelson
❏ Photograph / Image	Wassily_Kandinsky_Dallin_art.docx	Wassily Kandinsky



## Contemporary Digital Artists in the UK Minecraft Pixel Art

Scotty Taylor



Keelan Sainsbury



Students looked at the complex art of two contemporary pixel artists, both from the United Kingdom, before planning out their artwork created with colorful square blocks.

The app called *Minecraft Pocket Edition Lite* was used to create these images. Students generated a flat, creative and peaceful “world” in which to build and take screen shots of their designs.

Some of the finished pieces are accompanied by the student’s original plan on graph paper. Some of the plans exhibited here are not completely built in the app yet, but show a strong design and plan-full thinking.

## Parrot Paintings inspired by Willson Lau



Willson Lau is a contemporary painter in China. He uses oil paint applied thickly with a palette knife to achieve texture.

Students utilized oil pastels and wax crayons and resist-painted over them with temperas to create their textured and colorful paintings of parrots inspired by the contemporary artist.

Rosemary Farrar, Contemporary Printmaking Artist in the UK



Students looked at the work of contemporary printmaker Rosemary Farrar and noticed the textures she achieved by carving her print plates.

Both foam and soft-kut rubber were utilized by students as printing plates to create the detailed and colorful art you see in this exhibit.



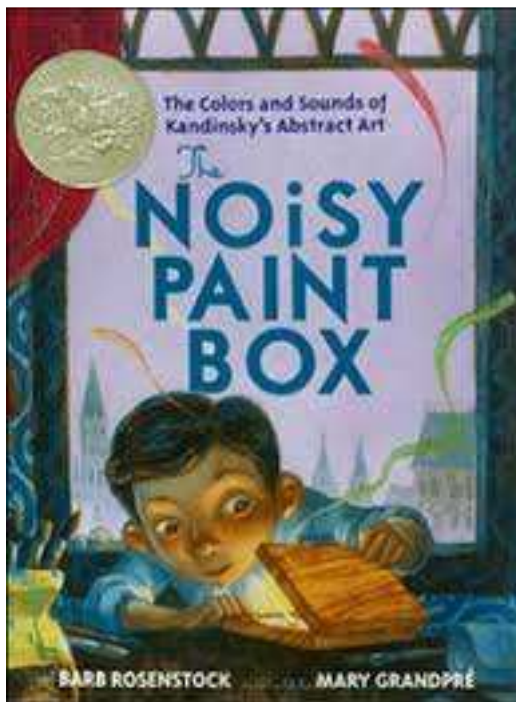
## Carol Nelson Contemporary Painter from Colorado



Students looked at many paintings by Carol Nelson and were especially inspired by her “square paintings”. We noticed how often there is a square broken up by black wiggly lines that resemble cracks, and how different sections are often painted in varied colors that are subtly blended.

Students created their own paintings in tempera inspired by Carol Nelson’s square paintings. They tried to create a point of interest that would draw the viewer’s eye and then keep that interest by guiding the viewer around the painting. The resulting paintings are bold and colorful works that make a statement even from across the room.

## Drawings inspired by Wassily Kandinsky



Students read the award-winning children's book *The Noisy Paint Box* by Barb Rosenstock about the Russian artist Kandinsky as a boy.

Kandinsky broke the art rules of his time by painting abstract art concentrating on shapes and colors, and his paintings were often inspired by music.

Students then created their own colorful drawings of shapes inspired by Kandinsky's works.



## **Town of Arlington, Massachusetts**

---

### **7:25 PM Approval of AHS Trip:**

#### **Summary:**

- Rome, Italy, February 15, 2018 Cassandra Mea

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Trip Approval	ROME_ITALY_2_15_2018.pdf	Rome Italy 2 15 2018

**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**

Today's Date

January 23rd, 2017

Trip Leader Name

Cassandra Mea  
Latin Teacher, Arlington High School  
908-405-2855  
cmea@arlington.k12.ma.us

Trip Destination: City(s)/Country

Rome, Pompeii, Herculaneum and Sorrento - Italy

Dates of Trip

Departing Thursday, February 15, 2018  
Students are dropped off by parents at Boston Logan Airport  
Returning Thursday, February 22, 2018  
Students are picked up by parents at Boston Logan Airport

Purpose of Trip (check all that apply)

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> <b>Cultural</b>  | <input type="checkbox"/> <b>Educational</b> | <input type="checkbox"/> Home Stay |
| <input type="checkbox"/> Sister City      | <input type="checkbox"/> Student Exchange   |                                    |
| <input type="checkbox"/> Other (describe) |   |                                    |

Itinerary (attach additional documents as necessary)

Detailed trip itinerary is attached.

**Describe the educational purpose and value of the trip?**

Students participating in this trip will be primarily students who are currently studying Latin. These students will be learning about Rome, the ancient capital city of the Roman Empire. They will be able to see where and how the Romans lived. They will physically be able to walk where Cicero, Augustus, Marcus Aurelius and other amazing men and women have walked. They will be able use their Latin abilities to decipher the many Latin inscriptions which still remain in and around the city.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

Students will miss 1-2 days of school. All students will be required to notify teachers in advance and will be responsible for making up any missed assignments and assessments.



**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

Priority will go to students currently enrolled in a Latin language course. Students not enrolled in a Latin language class may also attend after consulting with the trip organizer (Ms. Mea) and providing their rationale for participation. Many students have an interest in ancient history and while priority will be given to students of Latin, all students in good standing are welcome to attend this trip. All students must meet all academic and behavioral guidelines as laid out by Arlington High School and the district.

**Cost of trip per student?**

\$3000-\$3300, depending on how many students register and when they register.

**Your tour fee:**

The **Tour Fee\*** displayed to your travelers will be based on 20 total travelers at \$2,980 per paying participant. Should your expected amount of total travelers change, the tour fee will be adjusted accordingly. Listed below are some approximate examples of how your Tour Fee\* might change based on the number of total travelers:

For this many TOTAL TRAVELERS,	the individual TOUR FEE would be:	Additional fees
40 +	\$ 2,948	<i>Adult fees: \$340</i>
35 - 39	\$ 2,974	
30 - 34	\$ 3,017	<i>On Tour Tipping - \$60</i>
25 - 29	\$ 3,076	<i>- \$250 Scholarship</i>
20 - 24	\$ 3,161	
15 - 19	\$ 3,295	<b>TOTAL STUDENT FEE: \$2,971</b>

\*More detailed information on attached Price Quote\*

**What is included in the trip?**

Round-trip airfare, On-Tour Tipping, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time multi-lingual tour director.

**What is not included in the trip? What expenses will students incur during the trip?**

Lunch each day & personal spending money for souvenirs

**Other Chaperones**

To be determined. 6:1 ratio, can go to 8:1, is necessary (lessen cost by minimal amount)

**How do students register for the trip? Is there a payment plan? Describe.**

Students will register online directly with the travel company, Explorica. Payment may be made in full or in increments. From attached School Board Packet:

**"Payment Options**

**FULL PAYMENT** - Pay in full at time of enrollment.

**MONTHLY AUTOMATED PLAN** - Pay your \$50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

**4-STEP MANUAL PLAN** - Pay your \$99 deposit upon enrollment, and then pay \$500 toward your balance 30 days later. At 120 days prior to departure 75% of the balance is due. At 75 days prior to departure the remainder of the balance is due. You must make each payment manually."

\*More general information can be found in the School Board Packet\*

**Is there a process in place for students who have difficulty paying for the trip? (scholarships?) Funds available? Fundraising available?**

No funds, but would like to inquire about personal fundraising for the students.

**Please list the name and contact information for the agency you are working with, if applicable.**

Explorica

Chelsea Kelley, ckelley@explorica.com

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

A standard Travel Protection Plan is included for all students, which covers the following events: A traveler's injury, sickness, or death of a family member; Theft of passport or visas; Flight cancellations due to strike or bad weather; Loss of luggage and personal effects; Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death; Trip cancellation or trip interruption due to terrorist acts, as defined.

\*More details of this plan and their Plus Plan (at extra cost) is attached in the School Board Packet\*

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

**Cancellation Deadlines –**

**What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

<b>If you withdraw this many days prior to departure</b>	<b>You will receive a full refund minus the following amounts</b>
More than 140 Days	\$300 + the \$99 Non-Refundable Deposit
140-106 Days	\$500 + the \$99 Non-Refundable Deposit
105-66 Days	50% of all fees + the \$99 Non-Refundable Deposit
65-31 Days	75% of all fees + the \$99 Non-Refundable Deposit
30 Days or Less	No refund*
* If you notify us of your cancellation in writing at least 24 hours prior to your departure you will receive a \$100 refund.	
All cancellation requests must be submitted in writing by email to <a href="mailto:tcancellations@explorica.com">tcancellations@explorica.com</a> . If you cancel and name a replacement participant in writing at least 106 days prior to departure, we will refund \$200 of your cancellation fees. Regretfully, we cannot refund late fees, bank fees, transfer fees, Travel Protection plan costs, or visa fees and we cannot transfer any payments between participants. You will receive your refund within six weeks.	

\*Information available on the Explorica website and emailed from my agent Chelsea Kelley\*

**Describe how you will factor emergency cash into the trip budget?**

All students will give the lead teacher (Ms. Mea) \$20 prior to departure for emergency funds. This money will be returned to the students if it is not needed/used.

**Describe how you will communicate with parents before and during the trip.**

A minimum of two parent meetings will be held prior to the trip. One at the end of this school year in June to layout the trip's itinerary and cost. This meeting will be for parents and students to ask any basic questions they may have. The second meeting will be held in January to prepare parents and students for departure.

During the trip, Explorica provides an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip.

**Describe how you will communicate with administration during the trip.**

Administration will be given our detailed itinerary, as well as any hotel contact information available.

**REQUIRED DOCUMENTS (May be combined)**

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

Mary Villano 1/25/2017  
Name Date

Signature of Department Head

Dee World Languages 1/25/2017  
Name Department Date

Signature of Principal

Matthew J. [Signature] Artington High School 1/25/17  
Name School Date

Signature of Superintendent

Rachel Bode 2/1/17  
Name School Date



Trip and stay abroad: Rome/Italy  
Teacher: Cassandra Mea

School: AHS  
Date of trip and stay abroad: February 2018

PERMISSION TO PARTICIPATE AND RELEASE FROM LIABILITY

Your child's teacher has volunteered to attend a school-sponsored trip requiring travel to another state or out of the country. Participation in this trip is voluntary, but you must give permission before your child can go. If you do not give permission, your child will not be allowed to participate.

Your child will be under supervision by teachers and/or chaperones. It is possible that your child may face more risks by participating in this trip than if your child did not. We cannot enumerate every risk, but we believe that you are generally familiar with this activity and your child, and you are in the best position to decide whether your child should participate. The School Department and Principal have approved this trip, but we cannot and do not guarantee that there will be no injuries or damages as a result of this trip.

This is a legal document and you are free to obtain a lawyer's advice before signing it. You may not, however, change the language of this form, and any additions or deletions you make to this permission and release have no effect.

By signing this form, you agree that your child may participate in the trip. By signing this form, you also agree to release the Town of Arlington, Town officials, Town employees/teachers and all parental program and activity volunteers or chaperones from any and all damages, death and/or injuries of any kind you and your child might suffer as a result of participating in this trip, except for those that result from gross negligence or wanton and willful misconduct. This agreement to release does not apply to any independent contractor.

Signed:

Parent/Gardian of: \_\_\_\_\_  
student name

Parent/Guardian Signature: \_\_\_\_\_DATE:\_\_\_\_\_



## Out of State and Travel Abroad Trip Contract

During school trips, students are "in school" for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. It is the policy of the Arlington Public Schools that all students who attend school trips out of state or abroad, must be in good standing academically, behaviorally, and in terms of attendance. Specifically the following standards apply:

A student, within a month of the trip, must not:

- have been suspended from school.
- be under suspension from extracurricular activities
- be carrying a D or lower in any class
- be in danger of receiving an FA due to attendance
- be experiencing changes in medical conditions which may affect the safety of the student or trip.

Exclusion from a trip for the reasons above will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

Because the trip is a school- sponsored activity, all school rules and policies apply (behavior, dress, use of alcohol/drugs, etc...). Students should take time to review the student handbook to be sure they have a complete understanding of the school rules. Any violations of these expectations may result in a student being sent home at the parent's expense. School consequences may also be given when they return.

In signing this form, students and parents acknowledge their understanding of Explorica's refund and cancellation policy. Details of this policy are contained within your informational packet, can also be accessed on Explorica's website and are available upon request from you lead teacher.



Students and their parents must read and sign this agreement in order to participate in the trip. Please return this form to the trip leader.

**I have read and understand all school rules included in the Student Handbook. I am aware that any violation of rules will result in school consequences once I have returned to school. I may also be asked to return home from the trip early at my parent's expense and no refunds will be given for the cost of the trip.**

**Student Name (print)**

---

**Student**

---

**Parent/Guardian Name (print)**

---

**Parent/Guardian Signature**

---

**Date** \_\_\_\_\_

## Medical Information Sheet

Student's Name \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Parent / Guardians' Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent / Guardians' Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Physical Problems or Restrictions: \_\_\_\_\_

Is student currently on any medications: Yes \_\_\_\_\_ No \_\_\_\_\_

Please list: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other Important/Needed Information: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Permission for Treatment

In case of injury during an activity with Arlington Public Schools, I hereby consent to have the above named student examined and, if required, to be treated by a physician or hospital. I understand that in the case of injury, Arlington High School will make every effort to contact me prior to taking the skier to a physician or hospital. In the event that I cannot be notified, the Arlington Public Schools and its representatives have my permission to take appropriate steps to ensure the safety and well-being of my child. I, the Parent or Guardian of the above named children, give The Arlington Public Schools and authorized personnel, permission to sign for treatment in case of accident or injury. I understand that I am responsible for informing the school of any changes in my student's health condition.

Parent or Guardian signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## School Board Packet

### Rome, Città Eterna

February 15, 2018 - February 22, 2018

### Contents

Introduction.....	2
Hotel Examples.....	3
Meal & On Tour Info.....	4
Safety Information.....	5
Liability Policy.....	6
Payment Options.....	7
Insurance Policy.....	8
Positive Feedback.....	11
Tour Specifics.....	12
Supporting Documents.....	13



Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. An educational adventure for both you and your students.

Before we begin, please review a little more about us:

**Founded in 2000**, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

**Join more than 750,000 teachers and students in experiencing the world on Explorica tours!**

Happy travels!

Sincerely,  
Matt Wertz  
President & CEO



## Hotel Information

Even though you'll be far from home, your comfort won't be compromised. Because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable, and convenient to the city. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality, and safety. Students are roomed in either triple or quad accommodations based on the hotel availability. Paying adults (23 or older) are roomed in twin/double accommodations and charged the \$35 per night double/twin rooming supplement \$75 per night for cruises and ferries). The cost for adults to upgrade to a single room is \$70/night.

### **HOTEL SAMPLE SPECIFIC TO LONDON, ENGLAND**

#### **Quality Hotel Wembley**

Standard Quality

#### **Hotel Description**

Quality Hotel Wembley is a 15-minute tube (subway) ride from central London, and just a 5-minute walk from Wembley Park Underground (subway) Station. Featuring free on-site parking, on a first-come, first-serve basis, it is a 5-minute walk from Wembley Stadium, Wembley Arena and The X Factor Studios. With easy access into central London by tube (subway), makes it an ideal location for business clients and for leisure visitors looking to explore London's attractions, theaters, shopping and nightlife. Just a 5-minute walk away, guests can visit the London Designer Outlet Shopping Center with a Cineworld multi-screen cinema.

#### **Group Leader Evaluations**

"The hotel was nice and had great common spaces for hanging out. Excellent breakfast and nice rooms."





## Meal Information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary). Explorica makes sure all travelers get a unique experience through their meals, such as a tapas dinner in Spain, crepes in France or wiener schnitzel in Germany.

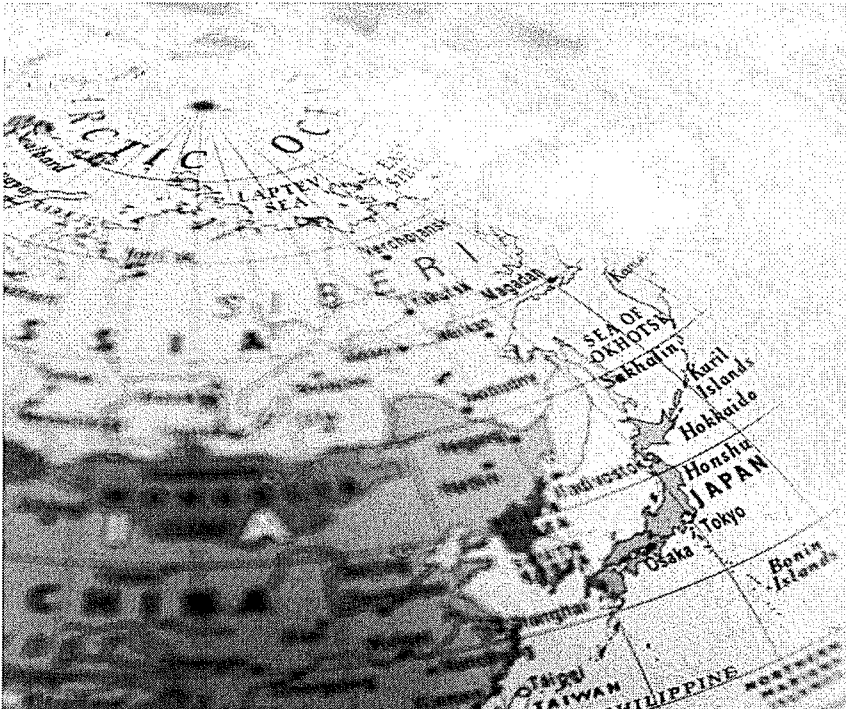
## Tour Director

Your Tour Director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations, and sightseeing. The Tour Director can also provide very general information and suggestions for your free time. Local guides are your resource for detailed destination information.

## Communication on Tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our England and Scotland tour April, 2013:

“Day 3 - We left our hotel near Glasgow and headed up north into the Trossachs National Park to make our first stop in the village of Luss on the banks of Loch Lomond. We walked down to the beach and up through the village. Next we followed the sides of the loch all the way up, making some photo stops along the way until we came to a rest-stop called 'The Green Welly' where we made a lunch break. This afternoon we arrived in the very heart of the highlands, driving across the barren landscape and making a photo stop in the Glencoe valley, scene of the Glencoe Massacre back in 1692. We learnt about the clan difficulties at the time and the Jacobite movement. Next we got great views of the UK's highest mountain, Ben Nevis, as we headed around the western coast and across the Grampian mountains. We stopped in some cute highland villages and saw a game of Shinty (like a kind of highland hockey). We've arrived at the hotel now, our base for exploring more of the Highlands tomorrow!”



## Company Information and Safety

- ›All Tour Directors come highly recommended with at least 5 years work experience in the industry.
- ›Explorica has a \$50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.
- ›Explorica offers each traveler the option to purchase the Travel Protection Plan at \$12/day or \$18/day for the Travel Protection Plan Plus.
- ›We are a member of USTOA: United States Tour Operators Association \$1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica Inc., is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.USTOA.com](http://www.USTOA.com).
- ›In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA)





## Liability Policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number-one priority and that we have policies and procedures in place to protect the school, school district, teachers, and participants involved with this tour.

Explorica has a \$50 million liability policy with Zurich Insurance Group that protects 3rd parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour, and with Explorica, they don't. Explorica has taken all precautions to best protect the students and other tour participants..

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage, and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip. If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,  
Dan Kellerd  
Executive VP Operations



## Payment Options

### FULL PAYMENT

Pay in full at time of enrollment.

### MONTHLY AUTOMATED PLAN

Pay your \$50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

### 4-STEP MANUAL PLAN

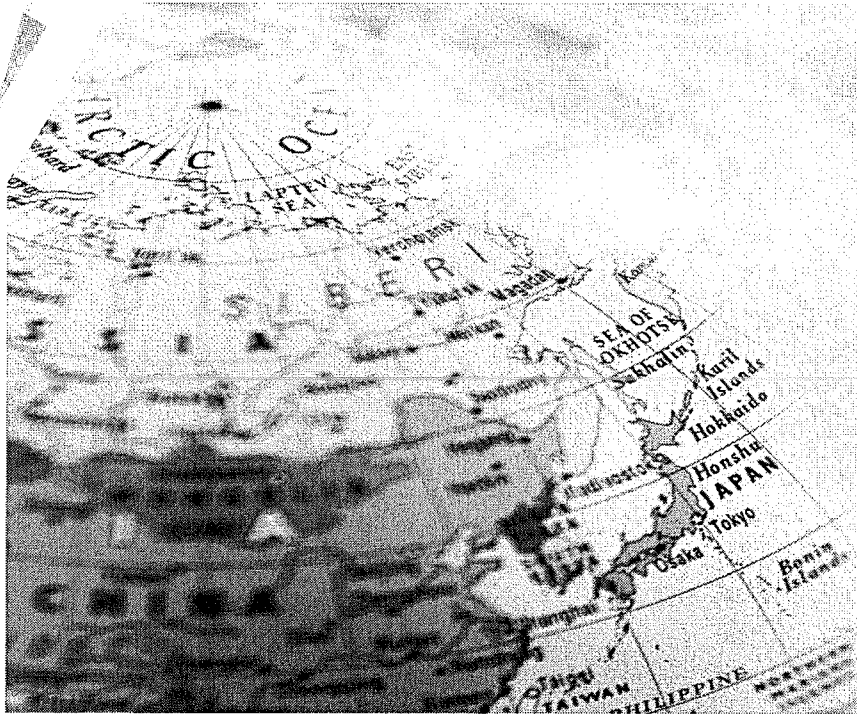
Pay your \$99 deposit upon enrollment, and then pay \$500 toward your balance 30 days later. At 120 days prior to departure 75% of the balance is due. At 75 days prior to departure the remainder of the balance is due. You must make each payment manually.

### GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, and personal checks. Please note personal checks are only accepted until 75 days prior to departure and ACH payments until 65 days prior to departure.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminders of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 75 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule. Any bounced checks are subject to a \$30 non-refundable fee.



## Insurance Policy

### EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

### EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- ›A traveler's injury, sickness, or death of a family member
- ›Theft of passport or visas
- ›Flight cancellations due to strike or bad weather
- ›Loss of luggage and personal effects
- ›Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- ›Trip cancellation or trip interruption due to terrorist acts, as defined

### EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

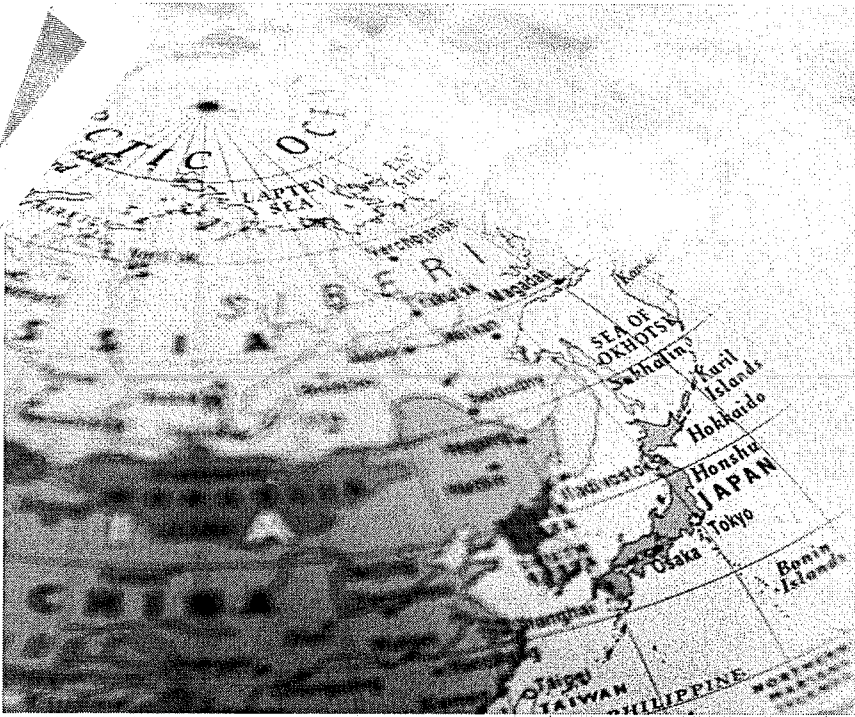
- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.







## Insurance Policy Cont.

### BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

### PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.



## Positive Feedback

After every tour Explorica asks our Group Leaders to create an evaluation to judge our overall pre tour, during tour, and post tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Often times we are given such positive feedback that we want to share it with potential Explorica group leaders.

### **Linda L., English & German Teacher, Bowdoin, ME**

My students had the time of their lives on this trip. Our Tour Director was so knowledgeable and incredible that Berlin, Prague and Munich just came alive during these ten days. What an experience!!!

### **Michelle D., Coburg, ON**

Well-organized, educational and safe travel—I couldn't ask for more! I have students knocking on my door the first day back asking "where is the trip next year?"

### **Joe H., Spanish Teacher, Chandler, AZ**

I LOVE teaching, but I LOVE traveling more! What better experience can we bring to the lives of our students than actually living in the countries we study about?!

### **Kathleen W., French Teacher, Higganum, CT**

A wonderful experience for the students, especially hitting Carnevale in Venice. Our Tour Director enlivened the whole trip with his wit, charm and depth of knowledge.





## Tour Specifics

### TOUR ITINERARY:

**Day 1 Start tour**

**Day 1 Fly to Rome**

**Day 2 Rome**

Rome City Walk

Campo De Fiori

Trattoria Dinner

Circus Maximus

**Day 3 Rome**

Ancient Rome Guided Sightseeing Tour: Arch of Constantine, Basilica of Maxentius, Temple of Romulus, Temple of Divus Julius, Palatine Colosseum Visit, Roman Forum Visit

**Day 4 Sorrento**

Pompeii guided excursion

Herculaneum Visit

Sorrento City Walk

Overnight in Sorrento

**Day 5 Ostia Antica**

Ostia Antica City Walk

Catacombs visit

Overnight in Rome

**Day 6 Rome**

Vatican city walking sightseeing tour & visits

Domus Aurea & Mausoleum of Augustus

Overnight in Rome

**Day 7 Tivoli**

Hadrians Villa

Trastevere City Walk

Overnight in Rome

**Day 8 End Tour**

Fly home

### TOUR INVESTMENT:

**Travelers under 23 years \$2,971.00\***

**Travelers 23 and above \$3,311.00**

*\*Sign up by a 2/28/17*

### INCLUDED:

Round-trip airfare, On-Tour Tipping, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time multi-lingual tour director.

# Explorica's code of conduct

To make sure everyone has a fun, mishap-free adventure, it's important that you follow a few basic behavioral guidelines on your tour.

E

**Educate yourself about the culture you're visiting.** Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X

**X marks the spot.** Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

P

**Pay attention to your surroundings.** In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while traveling.

L

**Listen to your group leader and tour director.** Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. It is important that you listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

O

**Organize your free time responsibly.** Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so the rest of your group doesn't have to wait.

R

**Respect the people and the culture.** When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviors seem strange to you, be understanding and accepting of the culture.

I

**Illegal activities will not be tolerated.** The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

C

**Consumption of hard alcohol will not be tolerated.** We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

O

**Offer help and support to your peers, group leader and tour director.** You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

D

**Damages are your own personal responsibility.** If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

E

**Experience the world and have fun!** These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*



# Explorica terms & conditions

The following terms & conditions are valid until August 31, 2017, and for travel between October 1, 2016, and September 30, 2019.

## What does the tour fee include?

- > Round-trip airfare from your departure city
  - > Accommodations that sleep 3 to 4 per room (except on night trains, cruises, and ferries), always with private bathrooms, unless otherwise noted
  - > Airport transfers at destination (except when booked Land Only) and all transportation between cities, except when deviating from your group
  - > Local public transportation to all scheduled itinerary activities
  - > Breakfast daily, as per program description
  - > Dinner daily at your destination (unless otherwise noted)
  - > All excursions, led by professional local guides per program description
  - > City walks led by an Explorica Tour Director, per program description
  - > Visits to select attractions and theater tickets, per program description
  - > Full-time services of a professional Tour Director
  - > 24-hour emergency service
  - > A \$100 discount on a future International tour or a \$50 discount on a future U.S. or Canada tour with Explorica
  - > Access to your personal Tour Center for six months after each tour
- If we fail to deliver any of the above services, we will promptly refund you its value.

## What does the tour fee not include?

- > Passport, visa, foreign entry/departure taxes or fees, and any required travel insurance
- > Beverages at dinner
- > Lunch, unless specified in the itinerary
- > Optional excursions and/or extensions (including cruise shore excursions)
- > Explorica's Travel Protection Plan
- > Local transportation to unscheduled activities
- > Tips to Tour Director, bus drivers, local guides, and cruise staff
- > Weekend supplement of \$35 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, or Puerto Rico)
- > Any applicable private group fee or small group supplement
- > Any applicable baggage-handling fees imposed by airlines

## How do I enroll?

We use the Internet and email as our primary method of communication, a system that enables us to keep our costs—and yours—down. As such, we require a valid, current email address with which we may effectively correspond with you. Online, phone, and fax enrollments require a valid credit or debit card (MasterCard or Visa), or a valid checking account for electronic payment.

### To enroll online:

Explorica strongly recommends you enroll online. It is the most immediate and seamless enrollment method, and it allows us to keep our prices low. To enroll online, go to [Explorica.com](http://Explorica.com) and click on "Sign up."

### To enroll by phone:

Call toll-free 1.888.310.7121 to speak to a Customer Care Representative.

### To enroll by fax:

Complete the enrollment form in the Participant Registration Booklet and fax toll-free to 1.888.375-6177. Faxes received after 5 PM EST will be entered the following business day.

### To enroll by mail:

Fill in the enrollment form in the Participant Registration Booklet and mail it to:

Explorica Inc.  
Attn: Admissions  
145 Tremont Street, 6th Floor  
Boston, MA 02111

All mailed enrollments may be paid by check, money order, credit or debit card (MasterCard or Visa), or electronic payment from checking account.

Note: Registration date considered date received, not date marked by mail.

### Enrollment deadlines

Our tours fill up fast; enroll as early as possible. All enrollments, including chaperones, received less than 105 days prior to departure will be subject to a \$135 late enrollment service fee and must immediately be paid in full, including the service fee, by debit or credit card, certified check, money order, or electronic payment from checking account. After late enrollment applications have been received, additional charges (for last-minute flight reservations, increased Tour Fees, etc.) may apply. Late applicants will be placed on a waiting list; if no space becomes available we'll refund the full payment, minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that participants whose enrollments are accepted less than 105 days prior to departure will share any of the same flight itineraries as the rest of their group.

For the complete terms governing late enrollments, please contact Explorica or visit [explorica.com/faq](http://explorica.com/faq).

## What is the payment schedule and process?

### Monthly automated plan

Pay your \$50 deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35

days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

### Full payment

Pay in full at time of enrollment.

### 4-step manual plan

Pay your \$99 deposit and travel protection plan costs upon enrollment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 105 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments - \$99 deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 105 days prior to departure, and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually. All full-paying participants, including participants who have previously traveled with Explorica, are required to pay the \$99 deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a \$100 credit on his or her Explorica account.

## General payment information

We accept electronic checking account payments, MasterCard, Visa, American Express (and require a credit card or checking account payment for our monthly payment plan), money orders, online banking, and personal checks. Please note personal checks are only accepted until 105 days prior to departure, and checking account payments until 65 days prior to departure. Any payments made past the final payment deadline must be paid by certified check, money order, or credit card.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you do not meet the conditions of your payment plan, your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

### Mail checks or money orders to:

Explorica Inc.  
Attn: Admissions  
145 Tremont Street, 6th Floor  
Boston, MA 02111

## What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveler and thus incurs costs. For this reason, we must charge cancellation fees. In order to protect your travel investment in the event you need to cancel your tour, Explorica strongly recommends purchasing a travel protection plan. The following cancellation policies apply:

If you withdraw this many days prior to departure	The following cancellation fees apply
More than 140 days	\$300 + \$99 non-refundable fee
140–106 days	\$500 + \$99 non-refundable fee
105–66 days	50% of all fees + \$99 non-refundable fee
65–31 days	75% of all fees + \$99 non-refundable fee
30 days or less	No refund*

\*If you notify us of your cancellation in writing at least 24 hours prior to your departure, you will receive a \$100 refund.

All cancellation requests must be submitted in writing by mail, fax, or email to [cancellations@explorica.com](mailto:cancellations@explorica.com). If you cancel and name a replacement participant in writing at least 106 days prior to departure, we will refund \$200 of your cancellation fees. Regrettably, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

## Reinstating enrollment

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable).

## What about a travel protection plan?

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

### Explorica's Travel Protection Plan

Trip Mate's standard travel protection plan covers you for the following events:

- > A traveler's injury, sickness, or death of a family member
- > Theft of passport or visas
- > Flight cancellations due to strike or bad weather
- > Loss of luggage and personal effects
- > Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- > Trip cancellation or trip interruption due to terrorist acts, as defined

### Explorica's Travel Protection Plan Plus

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations.

The Cancel For Any Reason Waiver Benefit is provided by Explorica itself and is not an insurance product. It must be purchased within 14 days of your initial payment for your trip.

### Travel protection plan benefits

The following benefits apply to both of Explorica's high-quality travel protection plans:

**Trip Cancellation or Interruption.** If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: Cancellation or Interruption of your Trip due to: Inclement Weather, unannounced Strike, or mechanical breakdown that causes complete cessation of services of Your Common Carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment of 250 miles or more; a Terrorist Incident which occurs in a city listed in the Itinerary of your Trip provided the Terrorist Incident occurs within 30 days prior to the Scheduled Departure Date for your Trip; or revocation of military leave due to war.

**Travel delay.** Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

**Medical expense/emergency assistance.** Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

**Baggage & personal effects.** Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, the policy will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

**Pre-existing conditions waiver.** The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Travel Protection Plan" which provides complete details of the Trip Mate plan, including conditions, exclusions, and limitations, is available to you on our website by searching "travel protection plan" or at any time by request.

Please Note: This advertisement does not constitute or form any part of the Description of Coverage or any other contract of any kind. This plan is underwritten by: Arch Insurance Company, Jersey City, NJ. Please Note: Plan benefits, limits, and provisions may vary by state jurisdiction. To review full plan details online, go to: [www.tripmate.com](http://www.tripmate.com).

## **Day 1 Start tour – Fly to Rome**

### **Day 2 Ciao Rome**

Meet your tour director and check into hotel

Rome city walk - Baroque-en hearted? Revive your spirits with a walk past Rome's most beautiful and unusual Baroque fountains. At the foot of the Spanish Steps, elegant cafes once favored by visiting Brits and Americans surround the central fountain. The water pressure here was so low that the artist had to sink the fountain into the ground to get any water going through it, so he went ahead and designed the fountain to look like a sinking ship. There's no shortage of water pressure at the nearby Trevi Fountain, a Baroque extravagance designed by master sculptor Bernini. At the Pantheon, you'll see the largest concrete dome ever constructed. An oculus, or hole, in the dome lets sunlight into the beautiful temple, dedicated to all the gods. Finish your stroll with the Campo De Fiori

Enjoy a traditional Trattoria Dinner

Overnight in Rome

### **Day 3 Ancient Rome**

Ancient Rome guided walking sightseeing tour with Whisper headsets

Colosseum visit, Forum Romanum visit, Piazza Venezia

The ultimate symbol of Ancient Rome, the Colosseum still dominates the modern city. Tour the amphitheater with your local licensed guide. Built by the emperor Vespasian in A.D. 72, the structure held almost 50,000 spectators but was so well organized that the entire place could be emptied within 15 minutes. Inside, the spectacles varied from gladiator battles to immense naval contests to wild beast shows, in which thousands of exotic animals like giraffes and ostriches were popped into the stadium through trap doors and left to fight Roman hunters. See the system beneath the floor that operated the trap doors and housed the animals, then continue on to the relative calm of the Forum. Ancient Rome's commercial, religious and political center, the Forum held markets, temples and the Senate House. Near the Rostra, or speaker's platform, you can still see game boards scratched into the marble by bored politicians--anyone up for a game of tic tac toe?

Overnight in Rome

### **Day 4 Sorrento**

Travel to Sorrento

Pompeii guided excursion

Stop to see the city where time stood still, literally. Once an important Roman city with 20,000 residents, Pompeii was frozen in time nearly 2000 years ago, when Mount Vesuvius erupted and buried the city under 30 feet of mud and volcanic ash. Forgotten for centuries after the eruption, Pompeii was discovered in the 1600's and is now completely excavated. On your tour you will learn how Romans of all classes lived their lives--not only from large public structures, but from details like political graffiti, bars, and street signs.

Herculaneum Visit

Sitting in the shadow of Mt. Vesuvius, the ancient town of Herculaneum was destroyed when the deadly volcano erupted in 79AD. Hidden under an airtight crust for over 1,700 years, buildings and skeletons were kept intact and have now been discovered and excavated. Explore the ruins and learn about that dreadful day in 79 AD when the fates of the town and its people were sealed.

Stay overnight in Sorrento

## **Day 5 Ostia Antica**

### Ostia Antica Guided Excursion

Explore the main seaport of ancient Rome to see examples of amazingly preserve buildings and impressive Roman frescoes.

### Catacombs Guided Excursion

Visit the enormous church of St. Paul. Outside the Walls, built over the original tomb of the saint, and then descend into the early Christian catacombs, dating from the first to fourth centuries. Thousands of Christian, including Saints Peter and Paul and several popes, were entombed here at one time. There are still signs of early Christianity, including frescoes of fish and doves and inscriptions on the tombs themselves. Overhead runs the Appian Way, the world's first real highway, which stretched southeast over 350 miles from Rome.

Overnight in Rome

## **Day 6 Vatican City**

Vatican City guided walking sightseeing tour with Whisper headsets

Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit

Don a state-of-the-art headset for a space-age tour of St. Peter's Basilica with a licensed local guide. Outside the church, four rows of columns radiate out like welcoming arms; inside, the church seems enormous enough to embrace the entire world. The dome, partially designed by Michelangelo, rises 452 feet above the ground. Michelangelo's mark is everywhere here, from the costumes worn by the Swiss Guards to his exquisite "Pietà" sculpture (the only sculpture he ever signed) to the amazing frescoes of the Sistine Chapel. Because he considered himself a sculptor and not a painter, Michelangelo hated working on these paintings, now considered masterpieces.

Enjoy a traditional Italian pizza dinner

Overnight in Rome

## **Day 7 Tivoli**

Tivoli guided excursion

You may think Rome has a lot of fountains, but you really haven't seen anything until you've been to Tivoli. See the Villa d'Este, the 16th-century home of Emperor Alexander IV's nephew, the Cardinal Ippolito d'Este. In the magnificent gardens, five hundred fountains gurggle, burble and cascade over statues, canals, grottoes, staircases and reflecting pools.

Visit Hadrian's Villa

Trastevere City Walk

Overnight in Rome

## **Day 8 End Tour**

Arrivederci Rome!

com/wpA433E. Benefits are administered by: Trip Mate, Inc., 9225 Ward Parkway, Suite 200, Kansas City, MO, 64114, 1-800-888-7292 (\*in CA, dba Trip Mate Insurance Agency).

For more information on Travel Protection, visit <http://www.tripmate.com/wpA433E>.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

#### Explorica is USTOA insured

As an active member of the United States Tour Operators Association (USTOA), your tour investment with Explorica is protected by USTOA's \$1 Million Travelers' Assistance Program.

#### United States Tour Operators Association \$1 million Travelers Assistance Program

Explorica Inc., as an Active Member of USTOA, is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica Inc. Customers in the unlikely event of Explorica Inc.'s bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by Explorica Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica Inc. Complete details of the USTOA Travelers' Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com), or by visiting their website at [www.ustoa.com](http://www.ustoa.com).

#### Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. You must register for the following optional extras at the time of your enrollment. Any changes to your itinerary after time of enrollment will be subject to availability and additional charges will apply. For further details, please consult an Explorica Customer Care Representative at 1.888.310.7121.

**Alternate departure airport.** Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

**Land-only tours.** On many of our tours, you may arrange for your own airline tickets and join the group at the first hotel at the first overseas destination. We will discount your Tour Fee. Special conditions may apply for travelers who are minors. Please keep in mind that you should not make any flight arrangements until you receive your final tour itinerary and departure date from your Group Leader. For more details, go to [explorica.com/faq.aspx](http://explorica.com/faq.aspx).

**Stay-ahead and stay-behind options.** You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is \$145 if requested upon enrollment. If requested after enrollment and up to 130 days before departure, the fee is \$195. Additional fees may apply if requested or changed between 129-90 days before departure. This option is not available less than 90 days before departure. We will change your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

**Accommodations.** All participants aged 22 and younger room together in same gender triples or quads from the entire bus group (unless otherwise noted). Hotel rooms are furnished with either single or double beds; single beds sleep just one person and double beds may be shared. Participants aged 22 and younger may choose to upgrade to stay in a double/twin room for an additional \$35 per night (\$70 per night on cruises and ferries). Participants aged 23 or older are required to stay in a double/twin room and are therefore automatically charged the additional \$35 per night (\$75 per night on cruises and ferries). Participants aged 23 or older may choose to upgrade to stay in a single room for an additional \$75 per night. Single rooms are not available on night trains, cruises and ferries. The deadline for requests for double/twin or single room upgrades is 60 days before departure. For more information on accommodations, visit [explorica.com/get-ready.aspx](http://explorica.com/get-ready.aspx).

**Optional excursions.** On each program we offer a number of optional activities pre-negotiated with our overseas suppliers. Enrolling prior to departure helps us plan; we offer you a discount on each of these activities if you enroll 45 days or more before departure. For most optional activities you can enroll online up to 105 days prior to your departure date, and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. Some activities require pre-booking; please refer to the individual tour itineraries for booking specifics. All optional excursions are based on 20 paying participants. If there are fewer than 20 paying participants enrolled on an optional excursion, Explorica reserves the right to add a surcharge or cancel the optional excursion at its discretion.

#### Are there optional tour enhancements for the group?

The following additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Center:

**Stay-ahead and stay-behind.** If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, Explorica can change your airline tickets. The service fee is \$50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants.

**Tour extensions.** Many of our programs offer extensions to the normal tour. These extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on 25 paying participants. If there are fewer than 25 paying participants enrolled on a tour extension, Explorica reserves the right to add a surcharge or cancel the tour extension at its discretion.

**Accommodations.** All participants aged 22 and younger room in same-gender rooms with travelers from the entire bus group. Alternatively, your Group Leader may choose to include our "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups.

#### Adults and children under 6

Our programs are primarily developed for youths, but adults are welcome to participate. As our prices are based on youth rates, we charge a flat rate adult supplement of \$130 per adult (23 years of age or older). Adults are automatically placed in twin rooms unless a single room is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. We do not accept applications for travelers under the age of 6 at time of departure.

**Adult tours.** Our programs are primarily developed for youths, however, some groups are predominantly college-age students or adults. We offer the option of designating the group as an Adult group. For this type of group, all participants will pay a reduced adult fee and all participants will room in double or single occupancy rooms. Depending on the selected tour type, adult groups may be combined with student groups.

#### General information

Any requested changes to itinerary, travel date, package type, group size, or other aspects of your tour made after your tour has been chosen may be subject to additional fees.

Please note that once a Group Leader chooses a new itinerary, new departure date, or small group supplement, that decision is binding for the group. Participants wishing to cancel their enrollments at that point must pay any applicable cancellation fees. Additionally, once a Group Leader or school board cancels a tour on behalf of the group, standard cancellation fees apply.

**Guaranteed travel date tours.** If your group enrolls on a Guaranteed Travel Date tour, your itinerary and departure date is guaranteed not to change. Please note that tour extensions and stay-ahead/stay-behinds are not guaranteed on Guaranteed Travel Date tours, and require a minimum number of travelers in order to run.

**Private & Custom tours.** Your group may elect to have its own bus and Tour Director rather than traveling with one or more other groups. A minimum group size is required for this option, and the group leader is responsible for ensuring that the minimum is met. A private tour will follow the published itinerary (including any tour upgrades or options your group has selected). Your initial price quote includes a private group fee based on your estimated group size, and that fee is variable based on the final group size and tour length. If your final group size is less than the initial quoted group size at 105-30 days prior to departure, participants will be required to pay an increased private group fee. If individuals or the group chooses to cancel, or the minimum group size is not met, all applicable cancellation fees would apply.

**Consolidated tours.** In order for us to offer the lowest possible Tour Fees, tour prices are based on a minimum of 35 paying participants. We therefore sometimes combine smaller groups into one larger group of approximately 50 participants, giving you the benefit of meeting students and teachers from other schools. If an insufficient number of participants sign up for a tour, Explorica will collaborate with the Group Leader to find a similar or comparable tour, and participants will then pay the fees for the new tour. If no similar tour is available, the group may pay a small group supplement to run the original tour.

**Changes in travel dates.** For Private, Custom, and Consolidated Tours, Explorica reserves the right to change the date of departure due to heavy demand on certain peak travel dates. From October 1 to April 30, the change of date will be no more than one day in either direction. From May 1 to September 30, the change of date may be up to three days in either direction. If we suggest a change of departure from a weekday to a weekend, Explorica will waive the weekend supplement.

**Changes in itineraries.** Explorica reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour, separate flight itineraries, or changes in airlines, cruise ships, or modes of transportation. On certain days some attractions might be closed, so we will offer a similar activity or refund the cost of the cancelled event. If your group's flight arrives late on the scheduled arrival day, we will attempt to reschedule any activities you miss on that day or provide an adequate substitute activity on another day of your tour. We cannot offer refunds for missed activities.

**Airlines and airports.** For departures from New York, Explorica uses JFK, Newark, and La Guardia airports interchangeably. For departures from the Washington, D.C. area, Explorica uses Baltimore, Ronald Reagan, and Dulles airports interchangeably. For departures from Florida, Explorica uses Miami and Fort Lauderdale interchangeably. For departures from Houston, we use Hobby and George Bush. For international flights to and from Scotland, Explorica uses Glasgow and Edinburgh airports interchangeably. For international flights to and from Ireland, Explorica uses Shannon, Dublin, and Cork interchangeably. For international flights to and from Italy, Explorica uses Venice and Milan interchangeably. For international flights to and from the UAE, we use Dubai and Abu Dhabi airports interchangeably. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airline and the passenger. The airlines mentioned above shall have no responsibility to any traveler aside from their liability as common carriers.

Some countries require insecticide spraying of aircraft prior to a flight or while passengers are on the aircraft. Federal law requires that we refer you to the DOT's disinsection website at <http://airconsumer.dot.gov/spray.htm> for more information.

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information contact your airline representative or visit [http://www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/)

**Airline tickets and final itinerary.** We will post all travel details, including flight schedule, hotel names, and your Tour Director's name, on our website (at your personal Tour Center) prior to departure. Airline tickets or e-ticket confirmation numbers will be sent to your Group Leader before departure. Flight times, airlines, itineraries, Tour Directors, and hotel information are subject to change. Please note any request to correct a participant's first, middle, last name, or gender under 85 days prior to your departure will incur a fee. Participants are responsible for making sure that their travel documents match their airline ticket. Those who have not done so risk being unable to board their flights. All airline tickets are non-transferable.

**Passports and visas.** It is each traveler's responsibility to obtain a valid passport, visas, transit visas and any required travel insurance coverage (if applicable), and notarized parental consent form. We suggest that this process be completed well in advance of departure. Please note that customs officials may not allow you to enter a country unless your passport is valid for at least six months after your return date and/or have a full blank page. All travelers must contact the appropriate embassies and consulates to inquire about and obtain any necessary visas for all countries to be visited.

**Passengers with Disabilities.** Any disability or allergy requiring special attention should be reported to Explorica at the time you make your reservation. We will make reasonable attempts to accommodate special needs, but we are not responsible for any denial of services by carriers, hotels, restaurants, and other independent suppliers. Travelers requiring extraordinary assistance must be accompanied by a companion who is capable of and totally responsible for providing the necessary assistance. Please refer to the Special Needs and Disabilities section of our FAQ at [www.explorica.com/faq](http://www.explorica.com/faq) for more information.

**Additional information.** Each Explorica tour begins when you leave from your departure airport and ends upon completion of the return flight to the United States.

Explorica reserves the right to cancel a tour at its discretion and in any such case all monies paid to Explorica for the trip will be refunded. Decisions to cancel a tour may be based on Travel Warnings issued by the U.S. State Department. No additional compensation, for example, pre-trip preparation expenses, will be made.

Providers of certain tour activities or inclusions may require that additional waivers or terms & conditions are signed by the Group Leader, chaperone, or traveler prior to participation in that activity or inclusion. Those documents are not governed by Explorica, and it is the Group Leader, chaperone, or participant's responsibility to read and understand them prior to signing. Failure to complete these documents may result in delays or modification/cancellation of the tour inclusion, and no refund from Explorica will be provided.

Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal or terrorist activities of any kind, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, actual, perceived or threatened epidemics, or for any other cause beyond the direct control of Explorica. For further information regarding travel to your specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (<http://wwwnc.cdc.gov/travel/>) as well as the State Department's International Travel website (<http://travel.state.gov/travel/>). I hereby acknowledge and understand the risks associated while traveling and voluntarily assume these risks in order to participate in the event sponsored by Explorica.

Please note that a participant will not be allowed to travel on an Explorica tour if his/her name does not appear on the travel roster on the day of departure or if he/she has not agreed to Explorica's terms and conditions.

Explorica Inc. is registered with the State of Florida as a Seller of Travel. Registration No. ST38044  
Explorica Inc. is registered with the State of California as a Seller of Travel. Registration No. 2060558-20  
Explorica Inc. is registered with the State of Washington as a Seller of Travel. Registration No. 603093174  
Explorica Inc. is registered with the State of Iowa as a Seller of Travel. Registration No. TA568  
Explorica Inc. is registered with the State of Hawaii as a Seller of Travel. Registration No. TAR-5388  
Explorica Inc. is registered with the State of Nevada as a Seller of Travel. Registration No. 2003-0183

USINTL

← **explorica** →  
travel. learn.



Applications must be received 105 days prior to the tour's departure. Those received after that date will be subject to the late sign up policy. Applications received after 5 P.M. EST will be processed on the following business day. Consult the terms & conditions.

**Web:** [explorica.com/signup](http://explorica.com/signup)  
**Mail:** Send completed form and payment to:  
 Explorica, 145 Tremont St., Boston, MA 02111  
**Phone:** 1.888.310.7121 **Fax:** 1.888.375.6177

☐ I have traveled with Explorica before

Teacher/Group Leader's name \_\_\_\_\_

Tour Center ID

**If not currently available, you must provide your passport information 85 days before departure.**

[illegible]

										Country of issue	
Passport number										Issue date	Expiration date
Traveler nationality											
Email (Required for tour and billing communication)											
Home phone											
Date of birth										Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
MM		DD		YY							

Street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Country of residency

## First &amp; last name

Email

Primary phone

Secondary phone

## Travel protection

- ☐ Enroll in Explorica's Travel Protection Plan Plus—\$18 per tour day, maximum \$270.
- ☐ Enroll in Explorica's Standard Travel Protection Plan—\$12 per tour day, maximum \$180.
- ☐ I decline travel protection. If I cancel my tour, I may lose some or all of my tour fee.

For more information, visit [explorica.com/protect](http://explorica.com/protect).

## Room upgrades

- ☐ I am under 23 years of age and would like to upgrade to a twin/double room.  
(\$35 per night. \$75 per night on cruise ships/ferries.)
- ☐ I am at least 23 years of age and would like to upgrade to a single room.  
(\$75 per night. Not available for cruise ships/ferries.)

### Optional extras

Must be selected at the time of enrollment. Changes cannot be made once options are selected.  
Please see terms & conditions.

- ☐ **Land only** I wish to arrange my own flights.
- ☐ **Alternate U.S. gateway** \_\_\_\_\_  
I wish to start and end my trip at a different U.S. airport than my group. (\$145 + airport fees)
- ☐ **Stay-ahead** I wish to arrive at my destination ahead of my group. (\$145)  
Number of extra days \_\_\_\_\_
- ☐ **Alternate arrival gateway** \_\_\_\_\_  
I wish to arrive in a city that's not on my group's itinerary. (Additional fees apply)
- ☐ **Stay-behind** I wish to stay in my destination after my tour ends. (\$145)  
Number of extra days \_\_\_\_\_
- ☐ **Alternate return gateway** \_\_\_\_\_  
I wish to return home from a city that's not on my group's itinerary. (Additional fees apply)

### Payment information

## Payment Plan

- ☐ **Full payment** Pay entire balance now.
- ☐ **Monthly automated plan** Pay \$99 deposit (and selected travel protection cost) now, and the balance will be divided into equal monthly payments until 35 days prior to your departure (checking account) or 65 days prior to your departure date (credit/debit card).
- ☐ **4-step manual payment plan** Pay \$99 deposit (and selected travel protection cost) now, \$500 down payment 30 days after your enrollment is processed, 75% of your balance 105 days before departure, and tour balance 65 days prior to departure. **Payments are not automated.**

### Payment Method

Applications submitted without payment will not be processed.

- ☐ **Checking account** I enclosed my initial deposit, and I authorize that my checking account will be used for future monthly payments.
- ☐ **Credit/debit card:**    ☐ Visa    ☐ MasterCard    ☐ American Express

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Card security number \_\_\_\_\_  
 (Three or four digit number printed on the back of your card)

Cardholder's name

Billing address for this card: ☐ Same as above

Street	City	State	ZIP code
--------	------	-------	----------

- ☐ I have read and fully understand the "Participant Release & Agreement" and the "Terms & Conditions" as supplied herewith.

## Participant

Date \_\_\_\_\_

- ☐ I have read and fully understand the "Participant Release & Agreement" and the "Terms & Conditions" as supplied herewith.

Participant's parent/guardian (required if the participant is a minor)

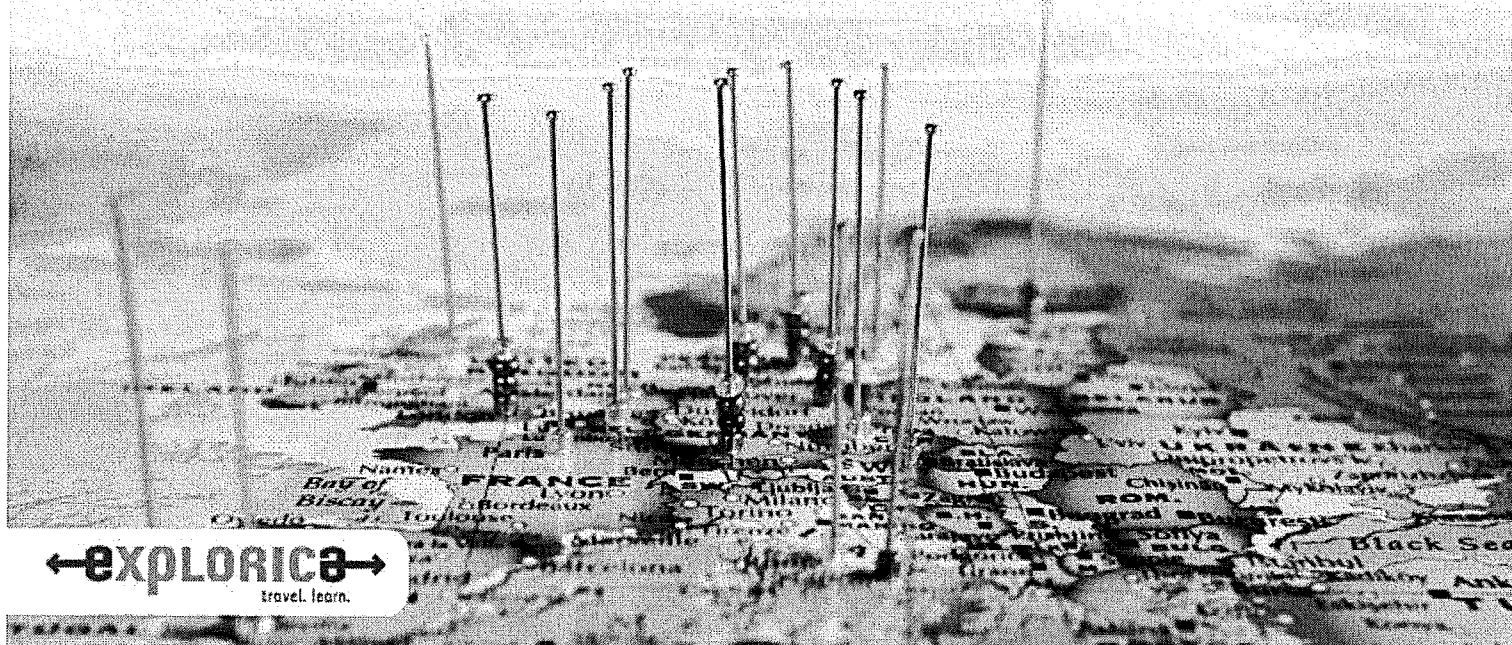
Date \_\_\_\_\_

# Participant Release & Binding Arbitration Agreement

I, the undersigned (or my parent or guardian if I am under 18 years old), an applicant for an educational tour provided by Explorica, Inc. (hereinafter referred to as "Explorica"), agree to the following:

- 1** Explorica, Inc., its owners, directors, officers, employees and affiliates, your sponsoring school, teachers, chaperones and group leaders, (collectively "Explorica") does not own or operate any entity which is to or does provide goods or services for your trip including, for example, ownership or control over hotels or other lodging facilities, airline, vessel, bus, van or other transportation companies, local ground operators, providers or organizers of optional excursions or equipment used thereon, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, Explorica is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, acts of government, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, or the threat thereof, overbooking or downgrading of accommodations, structural or other defective conditions in hotels or other lodging facilities, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, pests or insects, marine life or vegetation of any sort, dangers incident to recreational activities such as scuba diving, zip lining, snorkeling, paddle boarding, surfing, swimming, kayaking, sailing, canoeing, rafting, hiking, bicycling, rock climbing, etc., sanitation problems, food poisoning, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, illness, epidemics or the threat thereof or for any other cause beyond the direct control of Explorica. In addition, I release Explorica from its own negligence and assume all risk thereof.
- 2** My Explorica tour begins with the departure of the Explorica bus or take-off of the flight from my departure city and ends upon completion of the return flight or Explorica bus trip to the United States.
- 3** Without diminishing Paragraph 1 of this Agreement, I understand that Explorica is not responsible for me when I am apart from Explorica-organized activities, such as visits to friends or relatives, or during stay-ahead/stay-behind optional periods if the optional period does not include the services of an Explorica Tour Director.
- 4** If I become ill or incapacitated, Explorica, or my Group Leader, may take any action they deem necessary for my safety and well-being, including attempting to secure medical treatment (at my own expense) and/or transporting me home at my own expense.
- 5** I agree to abide by Explorica's regulations and the directions of my Group Leader or Explorica's personnel during my tour. Failure to do so may result in Explorica terminating me from the tour immediately. I understand that disobeying such rules or directions is cause for me to be sent home, at my own expense, with no right of refund.
- 6** I agree to abide by all local laws including those concerning drugs and alcohol. I understand that to abuse or disobey such laws is cause for me to be sent home, at my own expense, with no right of refund. I understand that I will be subject to the laws of the country I am visiting.
- 7** I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms or facilities, buses, ferries, trains, or cruise ships. I will indemnify Explorica and hold it harmless for any financial liability or obligation which I incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an Explorica tour.
- 8** I understand that both Explorica and my Group Leader reserve the right to refuse or cancel my enrollment for conduct which in either's sole discretion could impact the participant's ability to comply with trip regulations or which could impact the group's enjoyment of the trip and that in any such case standard cancellation fees will apply.
- 9** Explorica has the right to make changes in tour itineraries and departure dates and to modify transportation or lodging arrangements. In the event of changes being made, refunds will be given only in accordance with the provisions of the "Explorica Terms and Conditions" supplied herewith.
- 10** I understand that it is my responsibility to secure all necessary travel documents, including passport, visas, transit visa and any required travel insurance unless specifically arranged for the group by Explorica. Failure to do so does not constitute grounds for a refund except according to the normal cancellation guidelines as outlined in the "Explorica Terms and Conditions."
- 11** I acknowledge my choice to travel with the teacher or Group Leader organizing my group, and I understand that this choice is not the responsibility of Explorica. I understand that Explorica reserves the right to reassign my group to a replacement teacher or Group Leader should my original Group Leader be unable to, or determine not to, participate in the tour and that the standard cancellation policy will apply if I choose not to travel with the new Group Leader.
- 12** Any film or video likeness taken of me while participating in an Explorica program and any comments or statements made by me while participating in an Explorica program may be used in future promotional or other materials published by Explorica without payment of any consideration therefor.
- 13** I understand that as a participant or as a parent of a participant I authorize my first name and last initial to be included in an online roster.
- 14** This agreement, and the Terms & Conditions supplied herewith (collectively, "Agreement") constitute the entire agreement between Explorica and me. I understand that no warranty or representation not herein, including but not limited to any oral statements made to me by agents of Explorica or by my school or Group Leader, applies to any Explorica tour. This agreement may be amended or modified only in writing, signed by an Explorica officer at Explorica's main office in Boston, Massachusetts.
- 15** **BINDING ARBITRATION.** I agree that any dispute concerning, relating, or referring to this Agreement, the brochure, or any other literature concerning the tour, or the tour itself shall be resolved exclusively by binding arbitration in Boston, Massachusetts, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Massachusetts law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable.





## Custom Price Quote Rome

### Your Tour Details:

#### Group Leaders

*Cassandra Mea*

#### Departure Date

*February 15<sup>th</sup>, 2018*

#### Departure City

*Boston, MA*

#### Days on Tour

*8*

#### Free Place Ratio

*6:1 Free Place Ratio*

#### Program Consultant

*Chelsea Kelley*

### Your tour fee:

The **Tour Fee\*** displayed to your travelers will be based on 20 total travelers at \$2,980 per paying participant. Should your expected amount of total travelers change; the tour fee will be adjusted accordingly. Listed below are some approximate examples of how your Tour Fee\* might change based on the number of total travelers:

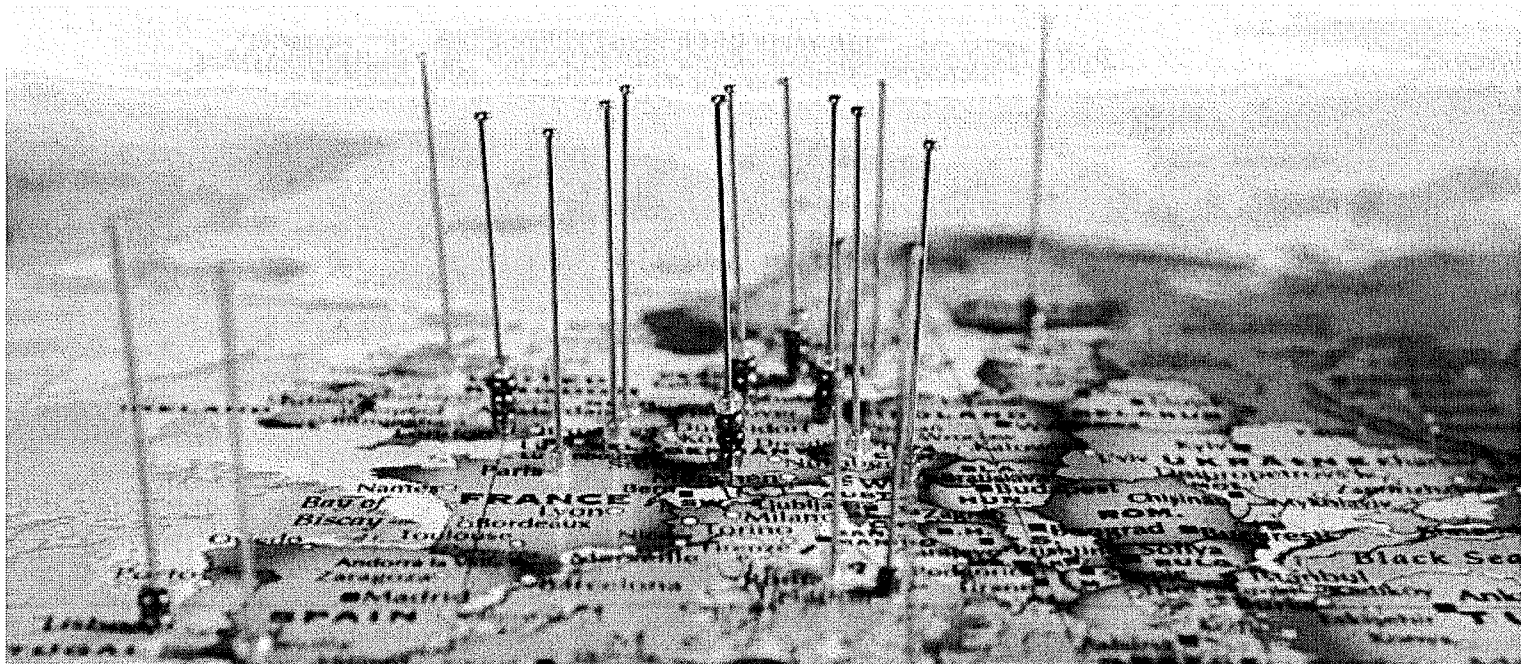
For this many TOTAL TRAVELERS,	the individual TOUR FEE would be:	Additional fees
40 +	\$ 2,948	<i>Adult fees: \$340</i>
35 - 39	\$ 2,974	
30 - 34	\$ 3,017	<i>On Tour Tipping - \$60</i>
25 - 29	\$ 3,076	<i>- \$250 Scholarship</i>
20 - 24	\$ 3,161	
15 - 19	\$ 3,295	<b>TOTAL STUDENT FEE: \$2,971</b>

### Important information about your Explorica custom tour:

- The tour fee posted on your TourCenter is based on your anticipated group size, as discussed with your Program Consultant prior to the creation of your TourCenter.
- Adults, 23 and older, will be charged a \$130 supplement plus a \$40/nt supplement† for a twin room. The rooming supplement for ferries and cruises will be \$75/nt.
- Total is calculated based on Tour Fee plus additional fees for full paying participants. Does not include additional adult supplement.
- Between 104 and 30 days prior to departure, we will reassess your Tour Fee based on your actual number of total travelers. A private group fee will be applied automatically and will be based on the number of total travelers you have within the ranges given.
- If your group size is smaller than that which the Tour Fee is based on, participants will be responsible for paying the increased amount. Alternatively, you may work with your Program Consultant to modify your itinerary to bring the cost down. In some cases it may also be possible to transfer to a standard consolidated tour (transfer fees will apply and not a guaranteed option).
- Explorica's standard Terms & Conditions and Release & Agreement apply. Please be sure that you and your participants read *Explorica's Terms & Conditions and Release & Agreement*.
- Please note that all Tour Fees are given per bus. Average bus size can accommodate 48 people.

This pricing valid until 2/28/17.





## Custom Price Quote *Rome*

### Your Tour Itinerary:

#### Day 1 Fly to Rome

#### Day 2 Rome

- › Rome City Walk
- › Campo De Fiori
- › Trattoria Dinner
- › Circus Maximus

#### Day 3 Rome

- › Ancient Rome Guided Sightseeing Tour:  
Arch of Constantine, Basilica of Maxentius,  
Temple of Romulus, Temple of Divus Julius,  
Palatine
- › Colosseum Visit, Roman Forum Visit

#### Day 4 Sorrento

- › Pompeii guided excursion
- › Herculaneum Visit
- › Sorrento City Walk
- › Overnight in Sorrento

#### Day 5 Ostia Antica

- › Ostia Antica City Walk
- › Catacombs visit
- › Overnight in Rome

#### Day 6 Rome

- › Vatican city walking sightseeing tour & visits
- › Domus Aurea & Mausoleum of Augustus
- › Overnight in Rome

#### Day 7 Tivoli

- › Hadrians Villa
- › Trastevere City Walk
- › Overnight in Rome

#### Day 8 End Tour

- › Fly home



## Town of Arlington, Massachusetts

---

### 7:35 PM Monthly Financial Reports

#### Summary:

- Monthly Financials January 31, 2017
- Monthly Financials February 22, 2017

#### ATTACHMENTS:

Type	File Name	Description
▢ Budget Document	CFO_Memo_SC_2.2.17.docx	CFO Budget Memo 2/2/2017
▢ Budget Document	Monthly_Summary_for_SC_1.31.17.pdf	Monthly Summary 1/31/2017
▢ Budget Document	Budget_Tracking_for_SC.1.31.17.pdf	Budget Tracking 1/31/2017
▢ Budget Document	Grants_for_SC.1.30.17.pdf	Grants Expenditure Report 1/30/2017
▢ Budget Document	Revolving_Exp_for_SC.1.30.17_3.pdf	Revolving Expense 1 30 2017
▢ Budget Document	Revolv_Rev_for_SC.1.30.17.pdf	Revolving Revenues 1/30/2017
▢ Budget Document	Monthly_Summary_for_SC_2.22.17.xlsx	Monthly Summary 2 22 2017
▢ Budget Document	Budget_Tracking_for_SC._2.21.17.pdf	Budget Tracking 2 22 2017
▢ Budget Document	Grants_for_SC_2.22.17.pdf	Grants report 2 22 2017
▢ Budget Document	Revolv_Exp_for_SC._2.21.17.pdf	Revolving Expense 2 21 2017
▢ Budget Document	Revolv_Rev_for_SC._2.21.17.pdf	Revolving Revenues 2 21 2017



***Arlington Public Schools***  
***Business Office***  
***869 Massachusetts Avenue***  
***Arlington, Massachusetts 02476***  
***Telephone 781-316-3511***

---

---

Diane Fisk Johnson, Chief Financial Officer  
djohanson@arlington.k12.ma.us

February 2, 2017

Dear Members of the School Committee:

Attached please find the February, 2017 monthly tracking reports, which consist of:

- Monthly Summary Report
- Budget Tracking Report as of January 31, 2017
- Grant Expenditure Report as of January 30, 2017
- Revolving Expenditure Report as of January 30, 2017
- Revolving Revenues as of January 30, 2017

Because this is my last monthly report for Arlington, I have made estimates to year end based on current spending trends. Normally, I would not make such estimates until much later in the spring, once the threat of snowstorms is well past. While I appreciate the necessity of doing the projections before I go, I caution all of you that many things could change between now and June 30. I can only project on the assumption that things will continue as they have begun this year, which is rarely the case.

You will notice that the overage has decreased dramatically. This is because I have started projecting savings in lines where I believe it will be in June, if things continue in a steady way. Until this point in the year, I have not projected any savings at all, unless the line was one that would not have further expenses, like 81119 - Summer Program. As I reported previously, despite the large increase in out of district tuition and the unanticipated increase in longevity, I felt there were savings in other areas that could mitigate much of that problem before we needed to utilize our reserves.

If the savings should ultimately prove to be less extensive than I am currently projecting, we still have \$325,000 in Special Education stabilization through Town Meeting, and a balance from prior years in the Tuition In revolving account slightly above \$300,000. My recommendation would be to utilize the Stabilization funds first, if necessary, and retain the Tuition In balance for future Special Education concerns. The funds in Tuition In are not easily replenished, due to changes in state requirements about billing other districts.



***Arlington Public Schools***  
***Business Office***  
***869 Massachusetts Avenue***  
***Arlington, Massachusetts 02476***  
***Telephone 781-316-3511***

---

---

Diane Fisk Johnson, Chief Financial Officer  
djohanson@arlington.k12.ma.us

Also this month, we are presenting the FY18 Superintendent's Proposed Budget. While there will be more discussion at the meeting, I would like to make a few points about this budget here.

Most importantly, the FY18 Budget, as proposed, is a solid, workable budget that meets our current spending needs and allows us to address some open concerns. However, it is a lean budget, without wiggle room. It is very important that all of the reductions detailed be fully made, or substituted with other reductions of equivalent value. It is also very important that all departments, schools and divisions not exceed their totals. Should it be necessary to overrun in any given area of the budget, corresponding reductions in another area must be made.

Also, I would like to take this opportunity to once again recommend in the strongest possible terms that future Circuit Breaker funds not be utilized in FY18. The Department of Elementary and Secondary Education strongly recommends that districts utilize Circuit Breaker in exactly the way Arlington has been doing since FY13, which is to say that funds collected in a current fiscal year are held until the next fiscal year before they are used. By managing the Circuit Breaker funds in this way, we can have a very solid number to budget against. Any other approach introduces a level of uncertainty that is risky.

Many districts work for years to get themselves into our very fortunate current position with Circuit Breaker. To abandon this practice, particularly when there are changes underway in the financial administration of the district, opens the door to future fiscal problems. Projecting Circuit Breaker is fraught with uncertainty, and is tremendously labor intensive at our end. I ask you to at least delay any changes until a new, permanent CFO is hired and in place for some time. Arlington is a complex and challenging district to understand and manage financially. Adding yet one more potential problem for my successor is highly inadvisable. Trust me when I say that all of Arlington will benefit if you do all you can to keep things as simple as possible until the new person has a chance to gain an in-depth understanding of this district.

I would also like to take this opportunity to thank all of you for the opportunity to work with you. I have learned a great deal during my time here, and am grateful for all that I have



***Arlington Public Schools***  
***Business Office***  
***869 Massachusetts Avenue***  
***Arlington, Massachusetts 02476***  
***Telephone 781-316-3511***

---

---

Diane Fisk Johnson, Chief Financial Officer  
djohanson@arlington.k12.ma.us

gained. I wish all of you the best in your future endeavors, and hope that the Arlington Public Schools will continue to flourish under your leadership.

Sincerely,

Diane Fisk Johnson

Arlington Public Schools  
Financial Reporting Summary  
as of January 31, 2017

	Total FY17 Budget as of 11.28.16	FY17 Revenues as of 1.30.17	YTD Expenses 1.31.17	YTD Encumb. 1.31.17	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 1.31.17	Variance From Budget	Comments
Grants	2,390,560	2,390,560	1,105,839	91,953	1,192,768	2,390,560	-	Projecting to Budget
Revolving	3,610,069	2,955,937	1,103,823	1,500	2,504,746	3,610,069	-	Projecting to Budget
Town Appropriation	57,172,443	57,172,443	32,204,754	6,672,960	18,491,206	57,368,920	(196,477)	Not tracking revenue flow, assumes all arrived
<b>Total School Activity</b>	<b>63,173,072</b>	<b>62,518,940</b>	<b>34,414,416</b>	<b>6,766,413</b>	<b>22,188,720</b>	<b>63,369,549</b>	<b>(196,477)</b>	

Budget Tracking Report As of January 31, 2017

Object Description	Total FY17 Approved Budget	Total FY17 Revised Budget 11.28.16	YTD Expenses 1.31.17	YTD Encumb. 1.31.17	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 1.31.17	Variance	Comments
81111 - Administration Salaries & Wages	4,005,737	4,109,375	2,179,441	-	1,795,859	3,975,300	134,075	estimating under budget
81112 - Teacher Salaries & Wages	31,597,516	31,433,937	17,114,085	-	14,106,594	31,220,679	213,258	estimating under budget
81113 - Custodial Salaries & Wages	1,277,167	1,304,302	748,327	-	548,773	1,297,101	7,201	estimating under budget
81114 - Food Service Salaries & Wages	154,818	154,818	85,853	-	78,048	163,901	(9,083)	estimating over budget
81115 - Clerical Salaries & Wages	1,697,137	1,783,354	1,079,053	-	670,219	1,749,272	34,082	estimating under budget
81116 - Full/Time Teacher Aides Salaries & Wages	2,518,353	2,751,101	1,368,570	-	1,244,154	2,612,724	138,377	estimating under budget
81117 - Other Full-time Salaries & Wages	2,317,288	2,112,155	1,216,937	-	803,911	2,020,848	91,307	estimating under budget
81118 - Part-time Salaries & Wages	109,854	120,624	70,771	-	64,337	135,109	(14,485)	balance will be moved to revolving
81119 - Summer Program	153,929	153,929	141,523	-	-	141,523	12,406	estimating under budget
81120 - Bus Monitors	15,000	15,000	14,463	-	538	15,000	-	estimating at budget
81201 - Temporary Salaries & Wages Professional	345,050	341,856	79,558	81	57,956	137,595	204,261	estimating under budget
81202 - Temporary Salaries & Wages Other	122,400	122,400	58,587	-	42,679	101,266	21,134	estimating under budget
81203 - Substitute Teachers Day - to- Day	228,414	228,414	121,269	-	110,244	231,513	(3,099)	estimating over budget
81204 - Extended Term Sub Teacher	285,767	297,905	177,923	-	161,748	339,672	(41,767)	estimating over budget
81205 - Student Activity Stipends	-	-	57,722	-	52,475	110,197	(110,197)	estimating over budget
81206 - Temporary Clerical Help	15,000	15,000	15,513	-	11,301	26,814	(11,814)	estimating over budget
81210 - Leadership Stipends	-	-	38,552	-	35,047	73,600	(73,600)	estimating over budget
81215 - Admin Stipends	-	-	22,048	-	20,044	42,092	(42,092)	estimating over budget
81301 - Overtime/Peakload Requirement	36,000	34,555	21,088	-	15,464	36,552	(1,997)	estimating over budget
81302 - Snow/Ice Removal Custodial	40,000	15,000	12,544	-	15,000	27,544	(12,544)	estimating over budget
81304 - Maintenance Salaries	564,082	546,913	285,915	-	209,671	495,587	51,326	estimating under budget
81305 - Night Watch	3,000	-	3,750	-	2,750	6,500	(6,500)	estimating over budget
81307 - Permit	-	5,000	6,816	-	4,998	11,814	(6,814)	estimating over budget
81308 - Out of Classification Salary	5,000	8,000	4,216	-	3,092	7,308	692	estimating under budget
81310 - Call Back	5,000	9,000	5,726	-	4,199	9,924	(924)	estimating over budget
81313 - Auto Allowance	21,500	15,000	7,995	-	7,005	15,000	-	estimating at budget
81314 - Custodial Clothing Allowance	7,500	11,200	8,800	-	2,400	11,200	-	estimating at budget
81316 - Vacation	50,500	41,000	26,732	-	14,268	41,000	-	estimating at budget
81318 - Teacher Moving Allowance	2,600	2,600	24,328	-	-	24,328	(21,728)	estimating over budget
81320 - Skills Stipend	4,288	4,288	865	-	3,423	4,288	-	estimating at budget
81322 - Other Stipend	18,666	18,666	19,011	-	(345)	18,666	-	expense will be moved
81323 - Custodial Athletics	15,000	12,000	6,001	-	5,999	12,000	-	estimating at budget
81413 - Longevity Teacher	204,092	175,456	248,298	-	77,915	326,213	(150,757)	estimating over budget
81414 - Longevity Admin	8,192	1,444	10,832	-	-	10,832	(9,388)	estimating over budget
81415 - Longevity Clerical	33,642	25,879	23,150	-	2,729	25,879	-	estimating at budget
81416 - Longevity Custodial	15,200	34,300	20,684	-	13,616	34,300	-	estimating at budget
81730 - Pensions	2,400	2,400	853	2,559	1,547	4,959	(2,559)	estimating over budget
81760 - Clothing Allowance	7,700	8,100	13,343	-	-	13,343	(5,243)	estimating over budget
82103 - Power/Electricity	336,002	551,584	447,427	372,575	(250,000)	570,002	(18,418)	expense will be moved
82104 - Natural Gas	500,000	479,081	118,142	296,858	-	415,000	64,081	estimating under budget
82403 - Plumbing Services	5,000	10,000	5,149	2,416	2,435	10,000	-	estimating at budget
82404 - Roof Repairs	-	10,000	-	9,200	800	10,000	-	estimating at budget
82405 - Flooring Supplies/Services	15,000	20,000	184	857	5,000	6,041	13,959	estimating under budget
82407 - Masonry Supplies/ Services	5,000	5,000	-	-	2,500	2,500	-	estimating under budget
82408 - Electrical Services	15,000	30,000	22,189	7,425	386	30,000	-	estimating at budget
82409 - Grounds/Supplies	5,000	10,000	4,240	-	5,760	10,000	-	estimating at budget
82410 - Painting Services	10,000	10,000	3,028	108	3,200	6,335	3,665	estimating under budget
82411 - Window/Glass Services/Supplies	7,500	7,500	1,623	2	3,500	5,125	2,375	estimating under budget
82412 - HVAC Contracted Services	58,813	40,000	32,018	63,476	(53,948)	41,547	(1,547)	expense will be moved

Budget Tracking Report As of January 31, 2017

Object Description	Total FY17 Approved Budget	Total FY17 Revised Budget 11.28.16	YTD Expenses 1.31.17	YTD Encumb. 1.31.17	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 1.31.17	Variance	Comments
82414 - Boiler Services	50,000	50,000	27,383	23,328	(711)	50,000	-	expense will be moved
82415 - Contracted Snow Removal	-	30,000	25,620	25,620	-	51,240	(21,240)	estimating over budget
82420 - Elevator Maintenance/Repairs	40,000	40,000	11,891	19,779	8,330	40,000	-	estimating at budget
82703 - Equipment Rental	145,487	130,258	5,458	81,385	20,000	106,843	23,415	estimating under budget
82904 - Custodial Supplies/Cleaning Services	484,320	482,320	173,467	176,551	132,302	482,320	-	estimating at budget
82905 - Extermination Services	2,500	2,500	-	-	2,500	2,500	-	estimating at budget
82998 - Athletics Overtime/Grey Bills	25,000	25,000	13,038	-	11,962	25,000	-	estimating at budget
82999 - Miscellaneous Maint Services	11,500	10,000	1,257	841	7,902	10,000	-	estimating at budget
83101 - Professional & Tech Services	711,340	703,405	391,436	397,996	15,000	804,432	(101,028)	estimating over budget
83102 - Legal Services	300,000	300,000	97,987	57,013	45,000	200,000	100,000	estimating under budget
83201 - Tuition to Other Schools	5,415,703	5,092,676	3,437,524	4,255,637	(1,929,889)	5,763,271	(670,595)	expense will be moved
83301 - Contracted Transportation to and From School	1,027,350	1,041,415	451,909	536,457	53,050	1,041,415	-	estimating at budget
83302 - Field Trips (including expenses)	3,375	3,375	2,725	2,690	3,000	8,415	(5,040)	estimating over budget
83303 - Bus Reimbursement	6,800	6,800	6,269	-	-	6,269	531	estimating under budget
83402 - Telephone/pagers	32,375	37,555	14,136	15,384	8,035	37,555	-	estimating at budget
83403 - Advertising	6,700	6,700	147	-	6,553	6,700	-	estimating at budget
83404 - Reproduction/Printing	31,093	31,093	1,927	4,314	15,000	21,242	9,851	estimating under budget
83405 - Postage	950	950	30	-	920	950	-	estimating at budget
83802 - Environmental Services	2,500	2,500	-	40	2,460	2,500	-	estimating at budget
83803 - Security Services	5,000	14,000	8,171	4,000	1,829	14,000	-	estimating at budget
83804 - Athletic Services	91,904	158,556	76,740	63,351	25,000	165,091	(6,535)	estimating over budget
83807 - Insurance	47,756	47,756	49,606	-	-	49,606	(1,850)	estimating over budget
84201 - Office Supplies	84,572	82,794	32,357	15,332	35,105	82,794	-	estimating at budget
84303 - Plumbing Supplies	15,000	15,000	25,581	1,406	3,000	29,987	(14,987)	estimating over budget
84306 - Carpentry Supplies/Doors	15,562	15,512	14,555	3,038	500	18,093	(2,581)	estimating over budget
84308 - Electrical Supplies	15,000	15,000	24,104	2,760	5,000	31,863	(16,863)	estimating over budget
84312 - HVAC Supplies	2,500	10,000	1,164	859	5,000	7,023	2,977	estimating under budget
84321 - Equipment Maintenance	10,192	10,192	17,792	91	2,500	20,383	(10,191)	estimating over budget
84399 - Miscellaneous Maint Supplies/Materials	5,000	-	840	650	-	1,490	(1,490)	estimating over budget
84802 - Motor Vehicle Repair	33,835	37,835	45,735	16,867	5,000	67,602	(29,767)	estimating over budget
84803 - Gas & Oil	-	27,000	12,536	14,352	10,000	36,888	(9,888)	estimating over budget
84902 - Food Supplies	19,460	19,460	12,441	10,213	-	22,654	(3,194)	estimating over budget
85100 - Educational Supplies	4,939	4,939	6,199	-	1,500	7,699	(2,760)	estimating over budget
85101 - Reproduction supplies - Paper/Toner	110,327	110,077	70,610	10,013	29,454	110,077	-	estimating at budget
85102 - Testing Materials	24,517	24,517	6,456	1,537	16,524	24,517	-	estimating at budget
85103 - Instructional Materials	306,263	303,763	464,338	56,899	(250,000)	271,237	32,526	expense will be moved
85104 - Athletic Supplies	60,960	61,166	30,240	16,936	13,991	61,166	-	estimating at budget
85106 - Textbooks, Books & Periodicals	436,016	386,016	56,328	18,268	150,000	224,595	161,421	estimating under budget
85110 - Instructional Equipment	33,087	33,087	11,736	13,398	7,953	33,087	-	estimating at budget
85201 - Medical/Surgical Supplies/Services	20,200	20,200	14,133	7,164	1,500	22,798	(2,598)	estimating over budget
85802 - Computer Supplies	15,419	15,419	13,240	2,861	1,500	17,601	(2,182)	estimating over budget
85803 - Graduation Service/Ceremonies	15,000	15,000	2,527	6,958	5,514	15,000	-	estimating at budget
85804 - Computer Software	264,372	264,372	212,985	80	30,000	243,065	21,307	estimating under budget
85806 - Miscellaneous Supplies	1,265	1,265	332	382	552	1,265	-	estimating at budget
87101 - Business Travel	3,550	3,550	1,591	1,994	500	4,086	(536)	estimating over budget
87105 - Workshop Stipends/PD Expenses	5,000	5,000	3,570	-	1,430	5,000	-	estimating at budget
87106 - Graduate Reimbursements	15,000	15,000	4,865	12,191	1,000	18,056	(3,056)	estimating over budget
87202 - Training Educ Conferences & Attendance	134,600	138,514	189,966	28,441	5,000	223,407	(84,893)	estimating over budget
87301 - Professional Affiliations Membership/Pubs	61,010	59,733	34,294	4,940	5,000	44,234	15,499	estimating under budget
87601 - Court Judgments/Damage Settlements	102,000	102,000	-	-	50,000	50,000	52,000	estimating under budget



Budget Tracking Report As of January 31, 2017

Object Description	Total FY17 Approved Budget	Total FY17 Revised Budget 11.28.16	YTD Expenses 1.31.17	YTD Encumb. 1.31.17	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 1.31.17	Variance	Comments
88501 - Capital Equipment/Furniture	50,000	50,000	36,145	3,928	9,927	50,000	-	estimating at budget
88502 - Computer Network Telecom	720	720	-	-	720	720	-	estimating at budget
88550 - Computer Equipment/Hardware	20,317	20,317	86,234	1,459	7,500	95,192	(74,875)	estimating over budget
<b>Grand Total</b>	<b>57,172,443</b>	<b>57,172,443</b>	<b>32,204,754</b>	<b>6,672,960</b>	<b>18,491,206</b>	<b>57,368,920</b>	<b>(196,477)</b>	

Arlington Public Schools  
Grant Expenditure Report as of January 30, 2017

Grant Description	Object Description	Budget	YTD Expenses 1.30.17	YTD Encumb. 1.30.17	Estimate to Completion	Total
METCO	81111 - Administration Salaries & Wages	91,575	46,897	-	44,678	91,575
	81112 - Teacher Salaries & Wages	89,845	33,144	-	56,701	89,845
	81116 - Full/Time Teacher Aides Salaries & Wages	55,734	29,194	-	26,540	55,734
	81201 - Temporary Salaries & Wages Professional	5,400	625	-	4,775	5,400
	81202 - Temporary Salaries & Wages Other	2,000	174	-	1,826	2,000
	83101 - Professional & Tech Services	13,400	1,863	780	10,758	13,400
	83301 - Contracted Transportation to and From School	168,600	83,640	84,360	600	168,600
	84201 - Office Supplies	1,000	-	-	1,000	1,000
	87202 - Training Educ Conferences & Attendance	3,400	2,354	396	650	3,400
	87301 - Professional Affiliations Membership/Pubs	1,600	600	300	700	1,600
	88550 - Computer Equipment/Hardware	2,100	-	-	2,100	2,100
<b>METCO Total</b>		<b>434,654</b>	<b>198,491</b>	<b>85,836</b>	<b>150,327</b>	<b>434,654</b>
Title 1	81111 - Administration Salaries & Wages	5,000	2,619	-	2,381	5,000
	81112 - Teacher Salaries & Wages	125,353	55,708	-	69,645	125,353
	81116 - Full/Time Teacher Aides Salaries & Wages	135,828	83,369	-	52,459	135,828
	81201 - Temporary Salaries & Wages Professional	39,000	2,686	-	36,315	39,000
	81202 - Temporary Salaries & Wages Other	225	-	-	225	225
	81730 - Pensions	5,392	-	-	5,392	5,392
	81731 - MTRB Pensions	5,889	-	-	5,889	5,889
	83101 - Professional & Tech Services	2,500	-	-	2,500	2,500
	85106 - Textbooks, Books & Periodicals	26,000	18,664	1,819	5,517	26,000
	87105 - Workshop Stipends/PD Expenses	128,280	42,689	-	85,591	128,280
<b>Title 1 Total</b>		<b>473,467</b>	<b>205,734</b>	<b>1,819</b>	<b>265,914</b>	<b>473,467</b>
Title 2A	81201 - Temporary Salaries & Wages Professional	45,116	-	-	45,116	45,116
	87202 - Training Educ Conferences & Attendance	20,177	3,851	25	16,301	20,177
	87301 - Professional Affiliations Membership/Pubs	35,122	-	-	35,122	35,122
<b>Title 2A Total</b>		<b>100,415</b>	<b>3,851</b>	<b>25</b>	<b>96,539</b>	<b>100,415</b>
Title 3 ELL	81201 - Temporary Salaries & Wages Professional	6,706	-	-	6,706	6,706
	81202 - Temporary Salaries & Wages Other	750	-	-	750	750
	83101 - Professional & Tech Services	850	-	-	850	850
	83404 - Reproduction/Printing	1,600	-	-	1,600	1,600
	85103 - Instructional Materials	3,917	-	-	3,917	3,917
	87105 - Workshop Stipends/PD Expenses	25,355	-	1,175	24,180	25,355
<b>Title 3 ELL Total</b>		<b>39,178</b>	<b>-</b>	<b>1,175</b>	<b>38,003</b>	<b>39,178</b>
SpEd Early Childhood	81112 - Teacher Salaries & Wages	27,485	14,398	-	13,087	27,485
	81731 - MTRB Pensions	2,474	-	-	2,474	2,474
	83101 - Professional & Tech Services	6,862	4,380	2,420	62	6,862
	85100 - Educational Supplies	5,200	3,729	679	792	5,200

Arlington Public Schools  
Grant Expenditure Report as of January 30, 2017

Grant Description	Object Description	Budget	YTD Expenses 1.30.17	YTD Encumb. 1.30.17	Estimate to Completion	Total
<b>SpEd Early Childhood Total</b>		<b>42,021</b>	<b>22,507</b>	<b>3,099</b>	<b>16,415</b>	<b>42,021</b>
SpEd 94-142	81111 - Administration Salaries & Wages	63,974	27,392	-	36,582	63,974
	81112 - Teacher Salaries & Wages	1,199,062	647,864	-	551,198	1,199,062
	81201 - Temporary Salaries & Wages Professional	17,417	-	-	17,417	17,417
	81731 - MTRB Pensions	113,673	-	-	113,673	113,673
	83101 - Professional & Tech Services	2,500	-	-	2,500	2,500
<b>SpEd 94-142 Total</b>		<b>1,396,626</b>	<b>675,256</b>	<b>-</b>	<b>721,370</b>	<b>1,396,626</b>
<b>Grant Total</b>		<b>2,486,361</b>	<b>1,105,839</b>	<b>91,953</b>	<b>1,288,568</b>	<b>2,486,361</b>

Arlington Public Schools  
Revolving Expense Report as of January 30, 2017

Revolving Description	Object Description	Budget	YTD Expenses 1.30.17	YTD Encumb. 1.30.17	Total
Tuition In	83101 - Professional & Tech Services	90,000	1,920	-	88,080
	83301 - Contracted Transportation to and From School	-	380	-	(380)
	84802 - Motor Vehicle Repair	-	2,059	-	(2,059)
	85103 - Instructional Materials	-	2,079	-	(2,079)
<b>Tuition In Total</b>		<b>90,000</b>	<b>6,438</b>	-	<b>83,562</b>
Athletic Fees	81202 - Temporary Salaries & Wages Other	260,000	183,166	-	76,834
	85104 - Athletic Supplies	-	834	-	(834)
<b>Athletic Fees Total</b>		<b>260,000</b>	<b>184,000</b>	-	<b>76,000</b>
Peirce Field Rental	81307 - Permit	-	4,461	-	(4,461)
	83804 - Athletic Services	22,000	3,960	-	18,040
<b>Peirce Field Rental Total</b>		<b>22,000</b>	<b>8,421</b>	-	<b>13,579</b>
Instrumental Music	81112 - Teacher Salaries & Wages	148,265	86,400	-	61,865
	85103 - Instructional Materials	-	1,989	11	(2,000)
<b>Instrumental Music Total</b>		<b>148,265</b>	<b>88,389</b>	<b>11</b>	<b>59,865</b>
Building Rental	81307 - Permit	350,000	78,993	-	271,007
	84321 - Equipment Maintenance	-	17,209	-	(17,209)
	88501 - Capital Equip/Furniture	-	31,907	-	(31,907)
	88925 - Thompson Design Services	-	193,754	235	(193,989)
<b>Building Rental Total</b>		<b>350,000</b>	<b>321,862</b>	<b>235</b>	<b>27,903</b>
Traffic Supervisors	81118 - Part-time Salaries & Wages	17,232	-	-	17,232
<b>Traffic Supervisors Total</b>		<b>17,232</b>	-	-	<b>17,232</b>
Athletic Ticket Sales	83804 - Athletic Services	40,000	4,572	-	35,428
	85104 - Athletic Supplies	-	18,107	-	(18,107)
<b>Athletic Ticket Sales Total</b>		<b>40,000</b>	<b>22,680</b>	-	<b>17,320</b>
Menotomy Preschool	81112 - Teacher Salaries & Wages	142,000	83,655	-	58,345
	81116 - Full/Time Teacher Aides Salaries & Wages	-	3,278	-	(3,278)
<b>Menotomy Preschool Total</b>		<b>142,000</b>	<b>86,932</b>	-	<b>55,068</b>
Bishop Bus	83301 - Contracted Transportation to and From School	20,000	-	-	20,000
<b>Bishop Bus Total</b>		<b>20,000</b>	-	-	<b>20,000</b>
Foreign Visa	83101 - Professional & Tech Services	325,000	43,786	-	281,214
	83201 - Tuition to Other Schools	-	950	-	(950)
	83302 - Field Trips (including expenses)	-	2,866	-	(2,866)
	84201 - Office Supplies	-	1,160	849	(2,010)
	85103 - Instructional Materials	-	243	-	(243)

Arlington Public Schools  
Revolving Expense Report as of January 30, 2017

Revolving Description	Object Description	Budget	YTD Expenses 1.30.17	YTD Encumb. 1.30.17	Total
	85104 - Athletic Supplies	-	3,520	-	(3,520)
	85110 - Instructional Equipment	-	110	-	(110)
	87202 - Training Educ Conferences & Attendance	-	164	215	(379)
	88501 - Capital Equip/Furniture	-	17,510	-	(17,510)
	88925 - Gibbs Design Services	-	309,216	190	(309,406)
	89203 - Credit Card Charges	-	5,576	-	(5,576)
<b>Foreign Visa Total</b>		<b>325,000</b>	<b>385,100</b>	<b>1,255</b>	<b>(61,354)</b>
<b>Total</b>		<b>1,414,497</b>	<b>1,103,823</b>	<b>1,500</b>	<b>309,174</b>

Arlington Public Schools

**Revolving Revenue Tracking as of January 30, 2017**

Funding Source	Total Budget	Revenues Received 1.30.17	Estimate to Completion	Total Estimated Plus Actual Revenues as of 1.30.17	Variance	Comments
Athletic Fees	260,000	138,697	121,303	260,000	-	estimating to budget
Athletics Gate Receipts	40,000	25,641	14,359	40,000	-	estimating to budget
Building Rental	350,000	101,556	248,444	350,000	-	estimating to budget
Foreign Visas	325,000	170,428	154,572	325,000	-	estimating to budget
Instrumental Music Fees	148,265	127,790	20,475	148,265	-	estimating to budget
Other Fees	16,683	-	16,683	16,683	-	estimating to budget
Tuition in/ Group Home	90,000	17,746	72,254	90,000	-	estimating to budget
Peirce Field Rental	22,000	13,344	8,656	22,000	-	estimating to budget
Bishop Bus Fees	20,000	23,520	-	23,520	3,520	estimating over budget
Menonomy Program Fees	142,000	158,326	-	158,326	16,326	estimating to budget
<b>Totals</b>	<b>1,413,948</b>	<b>777,048</b>	<b>656,746</b>	<b>1,433,794</b>	<b>19,846</b>	



Arlington Public Schools  
Financial Reporting Summary  
as of February 22, 2017

	Total FY17 Budget as of 11/28/16	FY17 Revenues as of 2/22/17 (1)	YTD Expenses 2/22/17 (1)	YTD Encumb. 2/22/17 (1)	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 2/22/17 (1)	Variance From Budget	Comments
Grants	2,390,560	2,390,560	1,296,322	106,474	987,764	2,390,560	-	Projecting to Budget
Revolving	3,610,069	2,645,225	1,227,072	98,529	2,284,467	3,610,069	-	Projecting to Budget
Town Appropriation	57,172,443	57,172,443	32,230,831	6,026,676	19,197,452	57,454,959	(282,516)	Not tracking revenue flow, assumes all arrived
<b>Total School Activity</b>	<b>63,173,072</b>	<b>62,208,228</b>	<b>34,754,225</b>	<b>6,231,680</b>	<b>22,469,683</b>	<b>63,455,588</b>	<b>(282,516)</b>	

(1) Revolving and Town appropriation data as of 2/21/17

Arlington Public Schools  
General Fund Expenditure Report as of February 21, 2017

Object Description	Total FY17 Approved Budget	Total FY17 Revised Budget 11/28/16	YTD Expenses 2/21/17	YTD Encumb. 2/21/17	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 2/21/17	Variance	Comments
81111 - Administration Salaries & Wages	4,005,737	4,109,375	2,334,027	-	1,657,892	3,991,919	117,456	estimating under budget
81112 - Teacher Salaries & Wages	31,597,516	31,433,937	15,844,893	-	15,322,991	31,167,884	266,053	estimating under budget
81113 - Custodial Salaries & Wages	1,277,167	1,304,302	822,738	-	473,698	1,296,436	7,866	estimating under budget
81114 - Food Service Salaries & Wages	154,818	154,818	96,456	-	72,342	168,798	(13,980)	estimating over budget
81115 - Clerical Salaries & Wages	1,697,137	1,783,354	1,149,413	-	713,921	1,863,334	(79,980)	estimating over budget
81116 - Full/Time Teacher Aides Salaries & Wages	2,518,353	2,751,101	1,488,824	-	1,116,618	2,605,442	145,659	estimating under budget
81117 - Other Full-time Salaries & Wages	2,317,288	2,112,155	1,315,118	-	734,243	2,049,361	62,794	estimating under budget
81118 - Part-time Salaries & Wages	109,854	120,624	77,060	-	57,795	134,855	(14,231)	balance will be moved to revolving
81119 - Summer Program	153,929	153,929	141,523	-	-	141,523	12,406	estimating under budget
81120 - Bus Monitors	15,000	15,000	16,688	-	(1,688)	15,000	-	expense will be moved
81201 - Temporary Salaries & Wages Professional	345,050	341,856	82,953	73	51,524	134,550	207,306	estimating under budget
81202 - Temporary Salaries & Wages Other	122,400	122,400	66,052	-	41,026	107,078	15,322	estimating under budget
81203 - Substitute Teachers Day - to- Day	228,414	228,414	139,265	-	104,449	243,714	(15,300)	estimating over budget
81204 - Extended Term Sub Teacher	285,767	297,905	195,297	-	146,473	341,770	(43,865)	estimating over budget
81205 - Student Activity Stipends	-	-	62,954	-	47,216	110,170	(110,170)	estimating over budget
81206 - Temporary Clerical Help	15,000	15,000	18,847	-	11,706	30,553	(15,553)	estimating over budget
81210 - Leadership Stipends	-	-	42,061	-	31,546	73,607	(73,607)	estimating over budget
81215 - Admin Stipends	-	-	24,052	-	18,039	42,091	(42,091)	estimating over budget
81301 - Overtime/Peakload Requirement	36,000	34,555	22,140	-	12,747	34,887	(332)	estimating over budget
81302 - Snow/Ice Removal Custodial	40,000	15,000	18,160	-	15,000	33,160	(18,160)	estimating over budget
81304 - Maintenance Salaries	564,082	546,913	311,565	-	179,386	490,951	55,962	estimating under budget
81305 - Night Watch	3,000	-	3,926	-	2,260	6,186	(6,186)	estimating over budget
81307 - Permit	-	5,000	7,454	-	4,292	11,746	(6,746)	estimating over budget
81308 - Out of Classification Salary	5,000	8,000	4,828	-	2,780	7,608	392	estimating under budget
81310 - Call Back	5,000	9,000	5,987	-	3,447	9,434	(434)	estimating over budget
81313 - Auto Allowance	21,500	15,000	8,786	-	6,214	15,000	-	estimating at budget
81314 - Custodial Clothing Allowance	7,500	11,200	8,800	-	2,400	11,200	-	estimating at budget
81316 - Vacation	50,500	41,000	31,084	-	9,916	41,000	-	estimating at budget
81318 - Teacher Moving Allowance	2,600	2,600	24,328	-	-	24,328	(21,728)	estimating over budget
81320 - Skills Stipend	4,288	4,288	923	-	3,365	4,288	-	estimating at budget
81322 - Other Stipend	18,666	18,666	19,784	-	(1,118)	18,666	-	expense will be moved
81323 - Custodial Athletics	15,000	12,000	7,359	-	4,641	12,000	-	estimating at budget
81413 - Longevity Teacher	204,092	175,456	251,943	-	77,915	329,858	(154,402)	estimating over budget
81414 - Longevity Admin	8,192	1,444	10,832	-	-	10,832	(9,388)	estimating over budget
81415 - Longevity Clerical	33,642	25,879	23,150	-	2,729	25,879	-	estimating at budget
81416 - Longevity Custodial	15,200	34,300	20,684	-	13,616	34,300	-	estimating at budget
81730 - Pensions	2,400	2,400	1,706	1,706	694	4,106	(1,706)	estimating over budget
81760 - Clothing Allowance	7,700	8,100	13,343	-	-	13,343	(5,243)	estimating over budget
82103 - Power/Electricity	336,002	551,584	456,663	363,339	(250,000)	570,002	(18,418)	expense will be moved
82104 - Natural Gas	500,000	479,081	118,142	296,858	-	415,000	64,081	estimating under budget
82403 - Plumbing Services	5,000	10,000	8,625	1,190	185	10,000	-	estimating at budget
82404 - Roof Repairs	-	10,000	411	11,764	(2,175)	10,000	-	expense will be moved
82405 - Flooring Supplies/Services	15,000	20,000	184	857	5,000	6,041	13,959	estimating under budget
82407 - Masonry Supplies/ Services	5,000	5,000	-	-	2,500	2,500	2,500	estimating under budget
82408 - Electrical Services	15,000	30,000	27,563	2,985	(548)	30,000	-	expense will be moved
82409 - Grounds/Supplies	5,000	10,000	4,240	-	5,760	10,000	-	estimating at budget
82410 - Painting Services	10,000	10,000	3,028	408	3,200	6,636	3,364	estimating under budget
82411 - Window/Glass Services/Supplies	7,500	7,500	2,985	116	3,500	6,601	899	estimating under budget
82412 - HVAC Contracted Services	58,813	40,000	37,875	57,819	(53,948)	41,747	(1,747)	expense will be moved
82414 - Boiler Services	50,000	50,000	27,383	23,928	(1,311)	50,000	-	expense will be moved
82415 - Contracted Snow Removal	-	30,000	25,620	25,620	-	51,240	(21,240)	estimating over budget
82420 - Elevator Maintenance/Repairs	40,000	40,000	13,763	17,907	8,330	40,000	-	estimating at budget
82703 - Equipment Rental	145,487	130,258	6,371	80,472	20,000	106,843	23,415	estimating under budget

Arlington Public Schools  
General Fund Expenditure Report as of February 21, 2017

Object Description	Total FY17 Approved Budget	Total FY17 Revised Budget 11/28/16	YTD Expenses 2/21/17	YTD Encumb. 2/21/17	Estimate to Completion	Total Estimated Plus Actual Expenditures as of 2/21/17	Variance	Comments
82904 - Custodial Supplies/Cleaning Services	484,320	482,320	217,884	132,133	132,303	482,320	-	estimating at budget
82905 - Extermination Services	2,500	2,500	-	-	2,500	2,500	-	estimating at budget
82998 - Athletics Overtime/Grey Bills	25,000	25,000	10,946	-	14,054	25,000	-	estimating at budget
82999 - Miscellaneous Maint Services	11,500	10,000	1,457	1,063	7,480	10,000	-	estimating at budget
83101 - Professional & Tech Services	711,340	703,405	423,867	365,845	15,000	804,712	(101,307)	estimating over budget
83102 - Legal Services	300,000	300,000	109,803	45,197	45,000	200,000	100,000	estimating under budget
83201 - Tuition to Other Schools	5,415,703	5,092,676	3,896,410	3,726,323	(1,929,889)	5,692,844	(600,168)	expense will be moved
83301 - Contracted Transportation to and From School	1,027,350	1,041,415	471,037	544,691	25,687	1,041,415	-	estimating at budget
83302 - Field Trips (including expenses)	3,375	3,375	3,170	2,690	3,000	8,860	(5,485)	estimating over budget
83303 - Bus Reimbursement	6,800	6,800	6,269	-	-	6,269	531	estimating under budget
83402 - Telephone/pagers	32,375	37,555	16,676	12,844	8,035	37,555	-	estimating at budget
83403 - Advertising	6,700	6,700	325	-	6,375	6,700	-	estimating at budget
83404 - Reproduction/Printing	31,093	31,093	2,442	3,800	15,000	21,242	9,851	estimating under budget
83405 - Postage	950	950	30	-	920	950	-	estimating at budget
83802 - Environmental Services	2,500	2,500	40	-	2,460	2,500	-	estimating at budget
83803 - Security Services	5,000	14,000	9,106	2,926	1,968	14,000	-	estimating at budget
83804 - Athletic Services	91,904	158,556	84,013	63,611	25,000	172,624	(14,068)	estimating over budget
83807 - Insurance	47,756	47,756	49,606	-	-	49,606	(1,850)	estimating over budget
84201 - Office Supplies	84,572	82,794	34,624	15,028	33,142	82,794	-	estimating at budget
84303 - Plumbing Supplies	15,000	15,000	26,919	5,388	3,000	35,307	(20,307)	estimating over budget
84306 - Carpentry Supplies/Doors	15,562	15,512	15,310	4,283	500	20,093	(4,581)	estimating over budget
84308 - Electrical Supplies	15,000	15,000	25,031	4,398	5,000	34,429	(19,429)	estimating over budget
84312 - HVAC Supplies	2,500	10,000	2,685	-	5,000	7,685	2,315	estimating under budget
84321 - Equipment Maintenance	10,192	10,192	18,021	645	2,500	21,166	(10,974)	estimating over budget
84399 - Miscellaneous Maint Supplies/Materials	5,000	-	1,813	150	-	1,963	(1,963)	estimating over budget
84802 - Motor Vehicle Repair	33,835	37,835	47,461	17,298	5,000	69,759	(31,924)	estimating over budget
84803 - Gas & Oil	-	27,000	14,974	12,031	10,000	37,005	(10,005)	estimating over budget
84902 - Food Supplies	19,460	19,460	14,901	9,251	-	24,152	(4,692)	estimating over budget
85100 - Educational Supplies	4,939	4,939	6,199	3,158	1,500	10,857	(5,918)	estimating over budget
85101 - Reproduction supplies - Paper/Toner	110,327	110,077	78,637	9,482	21,958	110,077	-	estimating at budget
85102 - Testing Materials	24,517	24,517	8,010	-	16,507	24,517	-	estimating at budget
85103 - Instructional Materials	306,263	303,763	473,308	51,478	(250,000)	274,786	28,977	expense will be moved
85104 - Athletic Supplies	60,960	61,166	30,240	21,204	9,722	61,166	-	estimating at budget
85106 - Textbooks, Books & Periodicals	436,016	386,016	59,106	15,905	150,000	225,011	161,005	estimating under budget
85110 - Instructional Equipment	33,087	33,087	16,518	8,478	8,091	33,087	-	estimating at budget
85201 - Medical/Surgical Supplies/Services	20,200	20,200	14,430	6,718	1,500	22,648	(2,448)	estimating over budget
85802 - Computer Supplies	15,419	15,419	13,756	2,418	1,500	17,674	(2,255)	estimating over budget
85803 - Graduation Service/Ceremonies	15,000	15,000	2,527	6,958	5,515	15,000	-	estimating at budget
85804 - Computer Software	264,372	264,372	213,699	581	30,000	244,280	20,092	estimating under budget
85806 - Miscellaneous Supplies	1,265	1,265	381	332	552	1,265	-	estimating at budget
87101 - Business Travel	3,550	3,550	1,747	1,838	500	4,085	(535)	estimating over budget
87105 - Workshop Stipends/PD Expenses	5,000	5,000	3,643	-	1,357	5,000	-	estimating at budget
87106 - Graduate Reimbursements	15,000	15,000	6,777	10,279	1,000	18,056	(3,056)	estimating over budget
87202 - Training Educ Conferences & Attendance	134,600	138,514	192,504	21,668	5,000	219,172	(80,658)	estimating over budget
87301 - Professional Affiliations Membership/Pubs	61,010	59,733	34,294	5,029	5,000	44,323	15,410	estimating under budget
87601 - Court Judgments/Damage Settlements	102,000	102,000	-	-	50,000	50,000	52,000	estimating under budget
88501 - Capital Equipment/Furniture	50,000	50,000	36,145	3,928	9,927	50,000	-	estimating at budget
88502 - Computer Network Telecom	720	720	-	-	720	720	-	estimating at budget
88550 - Computer Equipment/Hardware	20,317	20,317	86,234	2,585	7,500	96,319	(76,002)	estimating over budget
<b>Grand Total</b>	<b>57,172,443</b>	<b>57,172,443</b>	<b>32,230,831</b>	<b>6,026,676</b>	<b>19,197,452</b>	<b>57,454,959</b>	<b>(282,516)</b>	

Arlington Public Schools  
Grant Expenditure Report as of February 22, 2017

Grant Description	Object Description	Budget	YTD Expenses 2/22/17	YTD Encumb. 2/22/17	Estimate to Completion	Total
METCO	81111 - Administration Salaries & Wages	91,575	53,999	-	37,576	91,575
	81112 - Teacher Salaries & Wages	89,845	42,713	-	47,132	89,845
	81116 - Full/Time Teacher Aides Salaries & Wages	55,734	34,502	-	21,232	55,734
	81201 - Temporary Salaries & Wages Professional	5,400	775	-	4,625	5,400
	81202 - Temporary Salaries & Wages Other	2,000	174	-	1,826	2,000
	83101 - Professional & Tech Services	13,400	2,038	2,310	9,053	13,400
	83301 - Contracted Transportation to and From School	168,600	83,640	84,360	600	168,600
	84201 - Office Supplies	1,000	-	120	880	1,000
	87202 - Training Educ Conferences & Attendance	3,400	2,354	396	650	3,400
	87301 - Professional Affiliations Membership/Pubs	1,600	600	300	700	1,600
	88550 - Computer Equipment/Hardware	2,100	1,199	-	901	2,100
<b>METCO Total</b>		<b>434,654</b>	<b>221,994</b>	<b>87,486</b>	<b>125,175</b>	<b>434,654</b>
Title 1	81111 - Administration Salaries & Wages	5,000	3,095	-	1,905	5,000
	81112 - Teacher Salaries & Wages	125,353	65,728	-	59,625	125,353
	81116 - Full/Time Teacher Aides Salaries & Wages	135,828	98,775	-	37,053	135,828
	81201 - Temporary Salaries & Wages Professional	39,000	7,518	-	31,483	39,000
	81202 - Temporary Salaries & Wages Other	225	-	-	225	225
	81730 - Pensions	5,392	-	-	5,392	5,392
	81731 - MTRB Pensions	5,889	-	-	5,889	5,889
	83101 - Professional & Tech Services	2,500	-	-	2,500	2,500
	85106 - Textbooks, Books & Periodicals	26,000	20,484	-	5,516	26,000
	87105 - Workshop Stipends/PD Expenses	128,280	49,285	-	78,995	128,280
<b>Title 1 Total</b>		<b>473,467</b>	<b>244,884</b>	<b>-</b>	<b>228,583</b>	<b>473,467</b>
Title 2A	81201 - Temporary Salaries & Wages Professional	45,116	-	-	45,116	45,116
	87202 - Training Educ Conferences & Attendance	20,177	4,651	1,215	14,311	20,177
	87301 - Professional Affiliations Membership/Pubs	35,122	-	-	35,122	35,122
<b>Title 2A Total</b>		<b>100,415</b>	<b>4,651</b>	<b>1,215</b>	<b>94,549</b>	<b>100,415</b>
Title 3 ELL	81201 - Temporary Salaries & Wages Professional	6,706	-	-	6,706	6,706
	81202 - Temporary Salaries & Wages Other	750	-	-	750	750
	83101 - Professional & Tech Services	850	-	-	850	850
	83404 - Reproduction/Printing	1,600	-	-	1,600	1,600
	85103 - Instructional Materials	3,917	2,084	-	1,833	3,917
	87105 - Workshop Stipends/PD Expenses	25,355	-	1,175	24,180	25,355
<b>Title 3 ELL Total</b>		<b>39,178</b>	<b>2,084</b>	<b>1,175</b>	<b>35,919</b>	<b>39,178</b>
SpEd Early Childhood	81112 - Teacher Salaries & Wages	27,485	17,016	-	10,469	27,485
	81731 - MTRB Pensions	2,474	-	-	2,474	2,474
	83101 - Professional & Tech Services	6,862	4,380	2,420	62	6,862
	85100 - Educational Supplies	5,200	3,729	679	792	5,200
<b>SpEd Early Childhood Total</b>		<b>42,021</b>	<b>25,125</b>	<b>3,099</b>	<b>13,797</b>	<b>42,021</b>

Arlington Public Schools  
Grant Expenditure Report as of February 22, 2017

Grant Description	Object Description	Budget	YTD Expenses 2/22/17	YTD Encumb. 2/22/17	Estimate to Completion	Total
SpEd 94-142	81111 - Administration Salaries & Wages	63,974	34,774	-	29,200	63,974
	81112 - Teacher Salaries & Wages	1,199,062	762,810	-	436,252	1,199,062
	81201 - Temporary Salaries & Wages Professional	17,417	-	-	17,417	17,417
	81731 - MTRB Pensions	113,673	-	-	113,673	113,673
	83101 - Professional & Tech Services	2,500	-	-	2,500	2,500
<b>SpEd 94-142 Total</b>		<b>1,396,626</b>	<b>797,584</b>	<b>-</b>	<b>599,042</b>	<b>1,396,626</b>
SpEd Program Improvement	81201 - Temporary Salaries & Wages Professional	10,000	-	-	10,000	10,000
	81202 - Temporary Salaries & Wages Other	3,000	-	-	3,000	3,000
	83101 - Professional & Tech Services	27,500	-	13,500	14,000	27,500
	85103 - Instructional Materials	1,970	-	-	1,970	1,970
<b>SpEd Program Improvement Total</b>		<b>42,470</b>	<b>-</b>	<b>13,500</b>	<b>28,970</b>	<b>42,470</b>
Grant Total		2,528,831	1,296,322	106,474	1,126,035	2,528,831

Arlington Public Schools  
Revolving Expense Report as of February 21, 2017

Revolving Description	Object Description	Budget	YTD Expenses 2/21/17	YTD Encumb. 2/21/17	Total
Tuition In	83101 - Professional & Tech Services	90,000	1,920	-	88,080
	83301 - Contracted Transportation to and From School	-	380	-	(380)
	84802 - Motor Vehicle Repair	-	2,059	-	(2,059)
	85103 - Instructional Materials	-	2,079	-	(2,079)
<b>Tuition In Total</b>		<b>90,000</b>	<b>6,438</b>	-	<b>83,562</b>
Athletic Fees	81202 - Temporary Salaries & Wages Other	260,000	197,325	-	62,675
	85104 - Athletic Supplies	-	834	-	(834)
<b>Athletic Fees Total</b>		<b>260,000</b>	<b>198,159</b>	-	<b>61,841</b>
Peirce Field Rental	81307 - Permit	-	4,461	-	(4,461)
	83804 - Athletic Services	22,000	3,960	-	18,040
<b>Peirce Field Rental Total</b>		<b>22,000</b>	<b>8,421</b>	-	<b>13,579</b>
Instrumental Music	81112 - Teacher Salaries & Wages	148,265	100,194	-	48,071
	83101 - Professional & Tech Services	-	65,904	93,312	(159,216)
	85103 - Instructional Materials	-	1,989	-	(1,989)
<b>Instrumental Music Total</b>		<b>148,265</b>	<b>168,087</b>	<b>93,312</b>	<b>(113,134)</b>
Building Rental	81307 - Permit	350,000	95,495	-	254,505
	84321 - Equipment Maintenance	-	17,209	-	(17,209)
	88501 - Capital Equip/Furniture	-	31,907	-	(31,907)
<b>Building Rental Total</b>		<b>350,000</b>	<b>144,610</b>	-	<b>205,390</b>
Traffic Supervisors	81118 - Part-time Salaries & Wages	17,232	-	-	17,232
<b>Traffic Supervisors Total</b>		<b>17,232</b>	-	-	<b>17,232</b>
Athletic Ticket Sales	83804 - Athletic Services	40,000	4,572	-	35,428
	85104 - Athletic Supplies	-	18,107	-	(18,107)
<b>Athletic Ticket Sales Total</b>		<b>40,000</b>	<b>22,680</b>	-	<b>17,320</b>
Menotomy Preschool	81112 - Teacher Salaries & Wages	142,000	97,031	-	44,969
	81116 - Full/Time Teacher Aides Salaries & Wages	-	3,848	-	(3,848)
<b>Menotomy Preschool Total</b>		<b>142,000</b>	<b>100,879</b>	-	<b>41,121</b>
Bishop Bus	83301 - Contracted Transportation to and From School	20,000	-	-	20,000
<b>Bishop Bus Total</b>		<b>20,000</b>	-	-	<b>20,000</b>
Foreign Visa	83101 - Professional & Tech Services	325,000	51,737	-	273,263
	83201 - Tuition to Other Schools	-	950	-	(950)
	83302 - Field Trips (including expenses)	-	2,866	-	(2,866)
	84201 - Office Supplies	-	1,201	808	(2,010)



Arlington Public Schools  
Revolving Expense Report as of February 21, 2017

Revolving Description	Object Description	Budget	YTD Expenses 2/21/17	YTD Encumb. 2/21/17	Total
	85103 - Instructional Materials	-	243	-	(243)
	85104 - Athletic Supplies	-	3,520	-	(3,520)
	85110 - Instructional Equipment	-	110	-	(110)
	87202 - Training Educ Conferences & Attendance	-	164	215	(379)
	88501 - Capital Equip/Furniture	-	17,510	4,099	(21,609)
	88925 - Gibbs Design Services	-	492,641	95	(492,736)
	89203 - Credit Card Charges	-	6,856	-	(6,856)
<b>Foreign Visa Total</b>		<b>325,000</b>	<b>577,798</b>	<b>5,217</b>	<b>(258,015)</b>
Total		1,414,497	1,227,072	98,529	88,895

Arlington Public Schools  
Revolving Revenue Report as of February 21, 2017

Funding Source	Total Budget	Revenues Received 2/21/17	Estimate to Completion	Total Estimated Plus Actual Revenues as of 2/21/17	Variance	Comments
Athletic Fees	260,000	154,795	105,205	260,000	-	estimating to budget
Athletics Gate Receipts	40,000	33,273	6,727	40,000	-	estimating to budget
Building Rental	350,000	126,456	223,544	350,000	-	estimating to budget
Foreign Visas	325,000	170,428	154,572	325,000	-	estimating to budget
Instrumental Music Fees	148,265	129,170	19,095	148,265	-	estimating to budget
Other Fees	16,683	-	16,683	16,683	-	estimating to budget
Tuition in/ Group Home	90,000	17,746	72,254	90,000	-	estimating to budget
Peirce Field Rental	22,000	13,344	8,656	22,000	-	estimating to budget
Bishop Bus Fees	20,000	23,520	-	23,520	3,520	estimating to budget
Menonomy Program Fees	142,000	158,326	-	158,326	16,326	estimating to budget
<b>Totals</b>	<b>1,413,948</b>	<b>827,058</b>	<b>606,736</b>	<b>1,433,794</b>	<b>19,846</b>	



## Town of Arlington, Massachusetts

---

### 7:45 FY 18 Budget Discussion

#### ATTACHMENTS:

Type	File Name	Description
❏ Budget Document	FY18_Budget_Presentation_Draft_2.2.1.17.pdf	FY 18 Budget Presentaton
❏ Budget Document	budget_motion_for_030217_(1).docx.pdf	Budget Motion
❏ Budget Document	Circuit_Breaker_Reimbursement_-_History_with_FY_18_estimate_(1).pdf	Circuit Breaker Reimbursement History
❏ Budget Document	circuit_breaker_(1).pdf	circuit breaker
❏ Budget Document	circuit_breaker_chart.pdf	Circuit Breaker Chart

# **FY18 Superintendent's Proposed Budget**

Dr. Kathleen Bodie

February 16, 2017

<http://www.arlington.k12.ma.us/administration/budget/fy18/fy18superproposedbudget02-09-17.pdf>

# Budget Priorities

- Retention and compensation of faculty and staff
  - FY18 third and final year of contract
  - Additional 2% for staff outside of collective bargaining
  - Increased pay for substitute teachers
- Enrollment growth & class size mitigation
  - AHS 2.0 FTE additional teachers
  - 2.0 reserve teachers

# Budget Priorities

- Support for high needs students
  - Additional funding for Out of District Tuition  
\$1,000,000
  - 2.0 FTE elementary learning specialists
  - 0.5 FTE Social Worker at High School
  - 0.5 FTE Social Worker at Ottoson
- Administrative support
  - Part time assistant principals at some elementary school
  - Director of social emotional learning & guidance

- **Total Budget FY17** **\$63,167,736**
  - Town Appropriation **\$57,172,443**
  - Grants **\$ 2,385,214**
  - Revolving **\$ 3,610,079**

## **FY18 Anticipated Revenues**

- **Total FY18 Revenues** **\$66,336,733**
  - Town Appropriation **\$60,928,485**
  - Grants **\$ 2,234,659**
  - Revolving **\$ 3,173,589**

- **Total 5% Increase in Revenue \$3,168,997**

For greater detail visit:

FY18 Superintendent's Proposed Budget, Section 3 Funding Summary



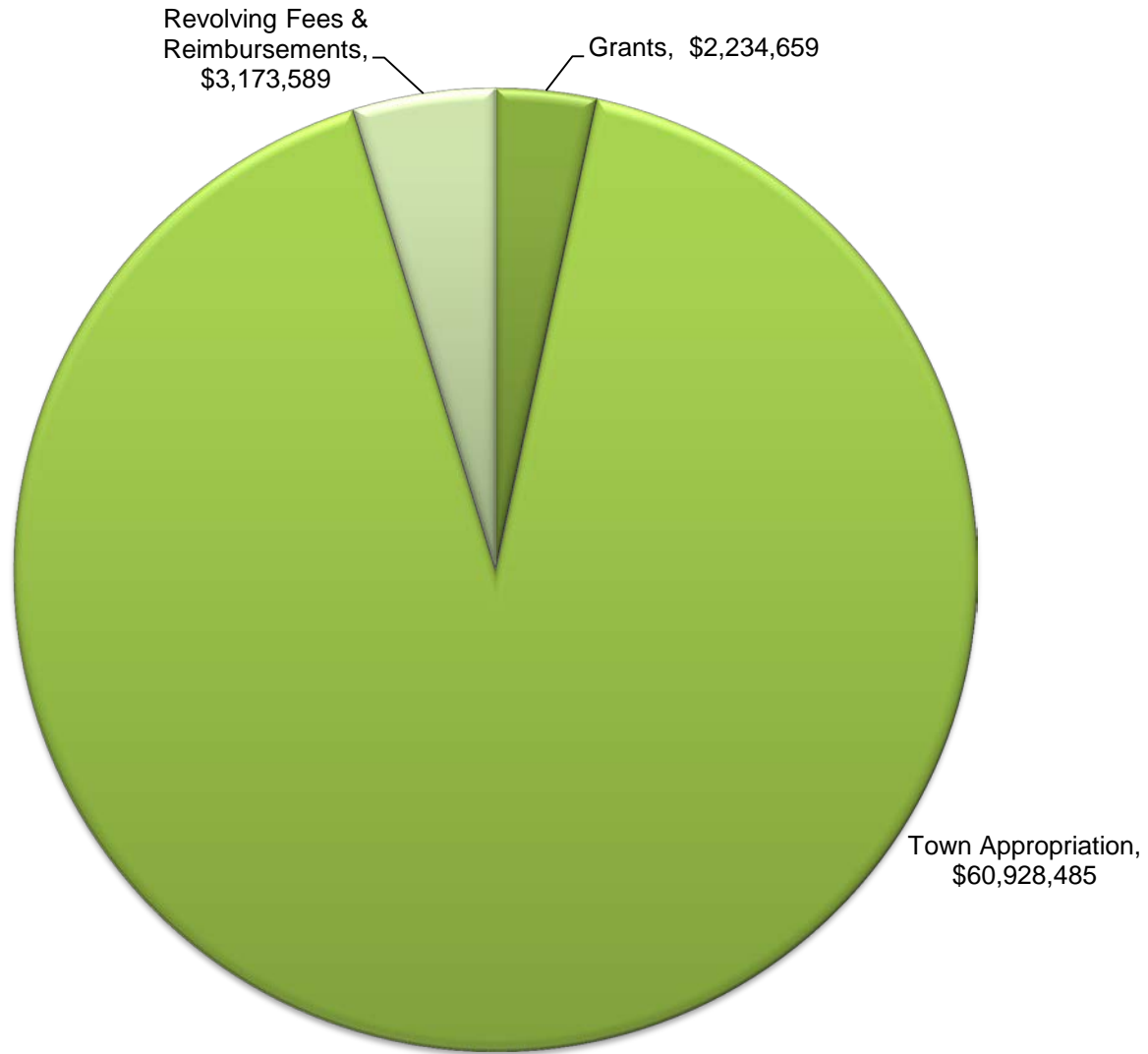
# Summary of FY18 Proposed Budget Changes

- Net increase in Revenue                      \$3,168,997
- Total Salary/Longevity                      \$2,063,119
- Increase in OOD Tuition                      \$1,000,000
- Total Proposed Increases                      \$ 836,034
- Total Proposed Reductions                      \$ 730,156

For greater detail visit: FY18 Superintendent's Proposed Budget  
Section 2 Superintendent's Budget Message

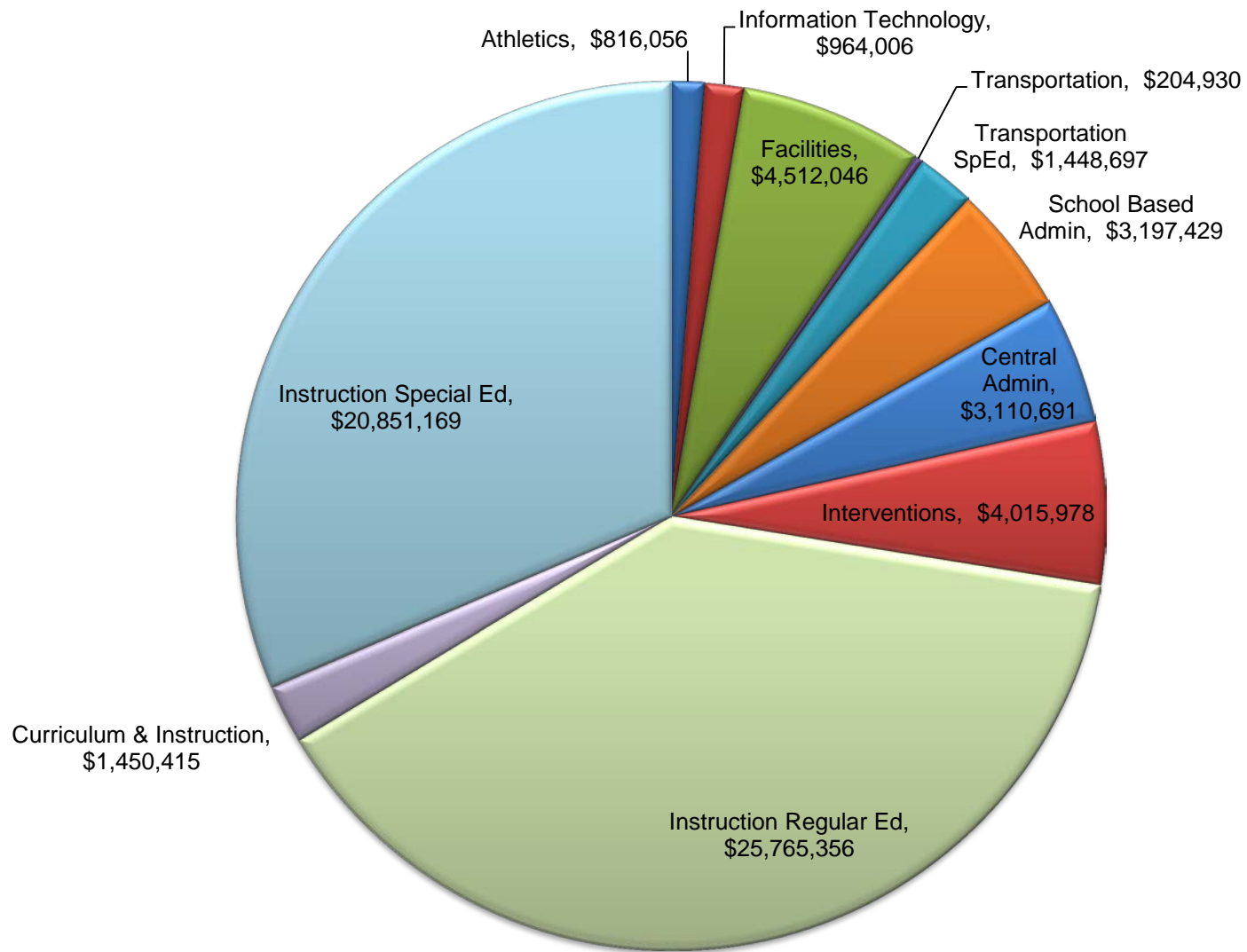
# FY18 Proposed Budget Funding Summary

## Total Funding \$66,336,733

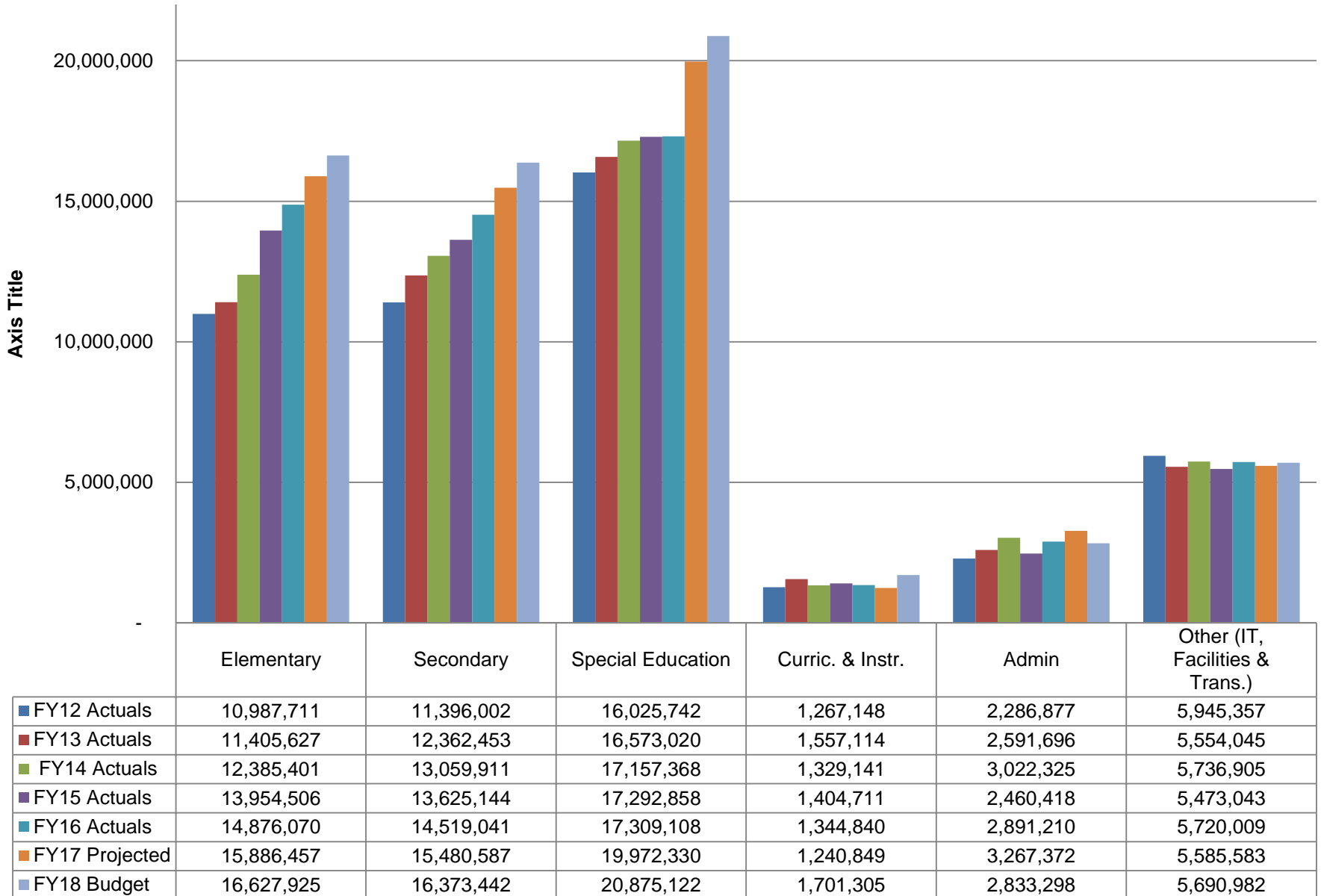


# FY18 Proposed Budget Expense by Major Category

## Total Budget \$66,336,733



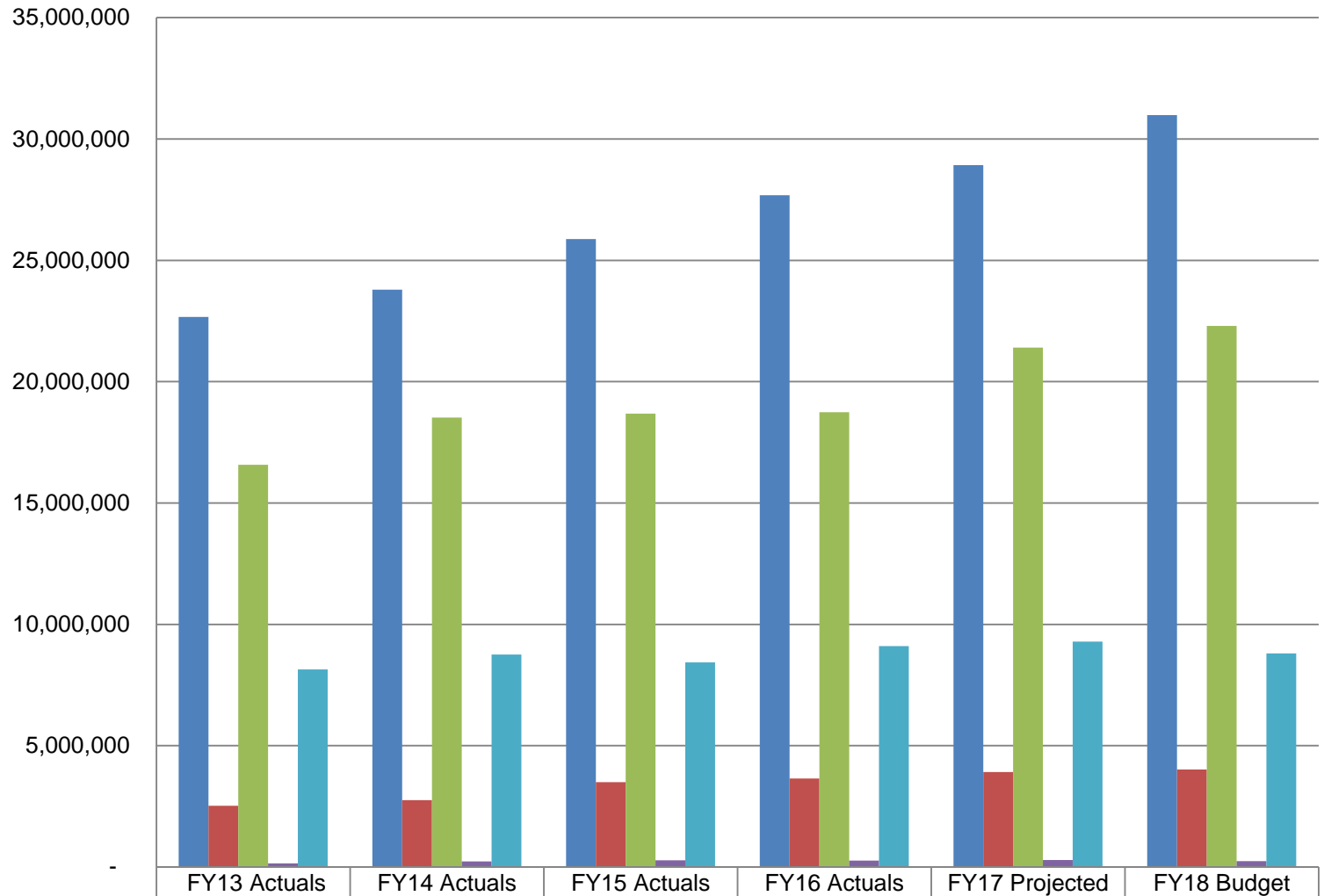
# Seven Year Comparison by Budget Transfer Categories



# Arlington Special Education and Interventions

- Definition of Special Education costs in Arlington
  - Includes Special Education Grant funded costs, Legal and Transportation costs when directly supporting Special Education students
- Definition of Interventions in Arlington
  - Includes Math and Literacy RTI, English Language Learners (ELL), Academic Challenge & Enrichment, Guidance
  - Supports both General Education and Special Education students
- Why are both Special Education and Interventions necessary?
  - Special Education legally mandated for eligible students
  - Interventions reach students who are struggling but not necessarily eligible for Special Education services

## Six Year Comparison Showing Interventions Expense



General Education	22,660,897	23,793,138	25,870,060	27,678,766	28,925,454	30,977,104
Interventions	2,530,082	2,755,443	3,498,786	3,646,185	3,919,824	4,015,979
Special Education	16,573,020	18,518,189	18,677,586	18,740,220	21,398,560	22,299,866
Direct Professional Development	149,719	225,872	282,206	270,544	293,552	242,111
Admin & Infrastructure	8,145,741	8,759,230	8,435,652	9,103,223	9,283,645	8,801,673

# For additional information

Visit the APS website for full  
budget details

[http://www.arlington.k12.ma.us/administration/budget/fy18/fy18super  
proposedbudget02-09-17.pdf](http://www.arlington.k12.ma.us/administration/budget/fy18/fy18superproposedbudget02-09-17.pdf)



For tonight's meeting:

Motion: The budget subcommittee recommends to the full committee that in order to address the spike in out-of-district spending that occurred in 2017, \$300,000 from the FY2017 circuit breaker funding be included in revenues to be spent in FY2018, with that amount being paid back by spending \$100,000 less than the normal amount of circuit breaker each year from FY2019-2022.

Please see related spreadsheet from Len Kardon explaining the payback under different conditions.

## HISTORY

## CIRCUIT BREAKER REIMBURSEMENTS

FY	Students (Prior Year)	Eligible Expenses	Foundation	Net claim	Indicator	% Reimb	Total Adj Reimb	4 Q Payments
12	67	4,543,679.00	2,490,834.00	2,052,845.00		68.70%	1,410,471.00	352,618
13	72	4,822,899.00	2,763,036.00	2,059,863.00		74.50%	1,536,592.00	384,148
14	76	5,280,304.00	3,058,656.00	2,221,648.00		75.00%	1,666,231.00	416,558
15	81	6,057,320.00	3,333,344.00	2,723,976.00		73.50%	2,002,790.00	500,698
16	82	5,972,071.00	3,418,436.00	2,553,635.00	54,690.00	75.00%	1,928,899.00	482,225
17	72	5,500,084.00	3,041,640.00	2,458,444.00	73,865.00	70.00%	1,743,076.00	435,769
18	89	6,910,550.26	3,792,272.00	3,118,278.26		70.00%	2,182,794.78	Estimated

level OOD expenses

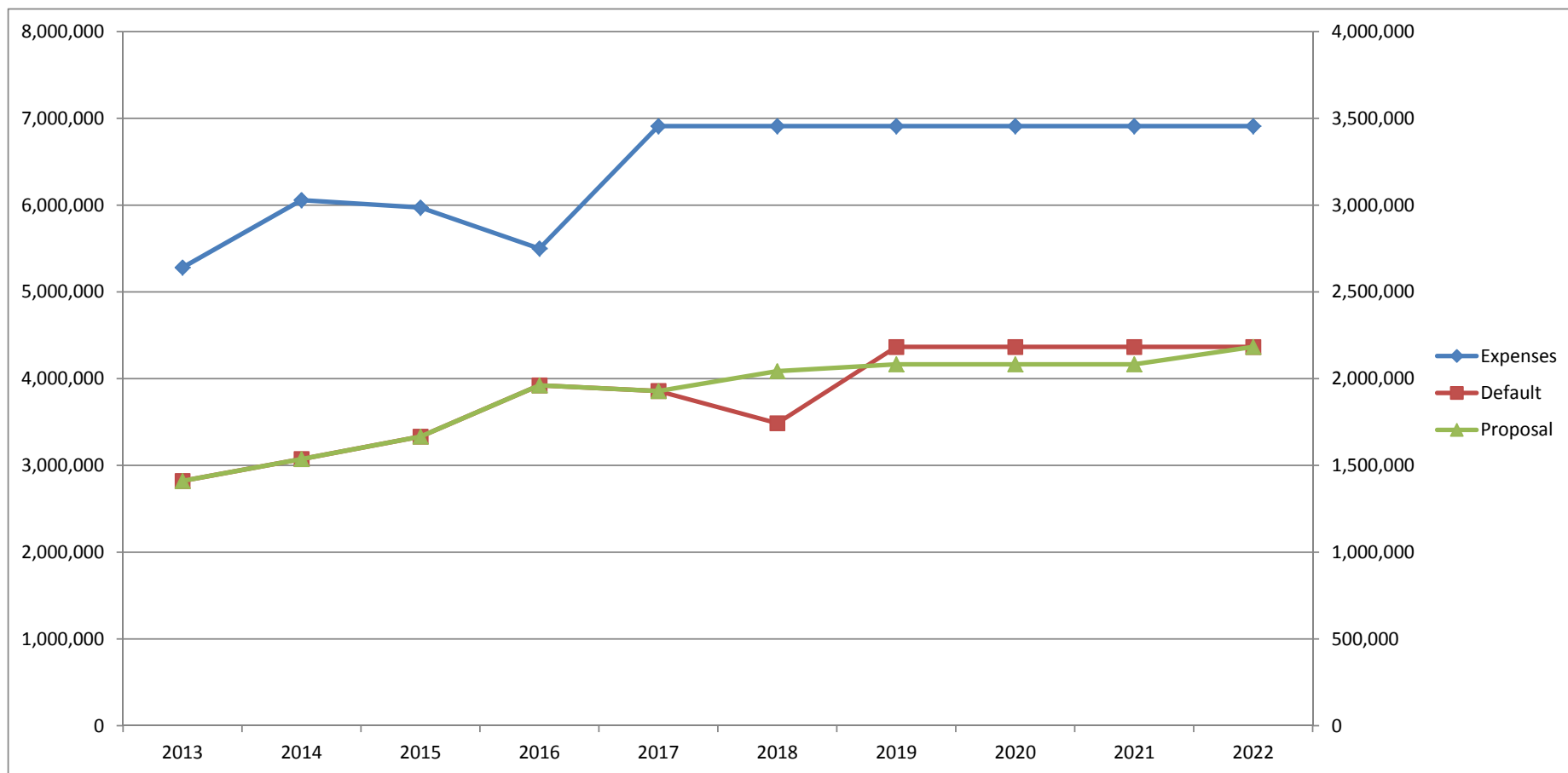
	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
CB funding received/expected	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 1,743,076	\$2,182,795	\$2,182,795	\$2,182,795	\$2,182,795	\$2,182,795
Used/To use in budget	\$ 1,410,471	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 2,043,076	\$ 2,082,795	\$ 2,082,795	\$ 2,082,795	\$2,182,795
Amount in reserve at end of year	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 1,743,076	\$ 1,882,795	\$ 1,982,795	\$ 2,082,795	\$ 2,182,795	\$ 2,182,795
reimbursement rate	74.5%	75%	73.5%	75%	70%					
					tentative	estimated \$440K increase due to increased OOD spend	assumes level amount of OOD spending and circuit breaker funding			
						use \$300K of \$440K increase	use \$100K less than prior year amount			back to normal

increasing OOD expenses

	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
CB funding received/expected	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 1,743,076	\$2,182,795	\$2,401,075	\$2,641,182	\$2,905,300	\$3,195,830
Used/To use in budget	\$ 1,410,471	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 2,043,076	\$ 2,082,795	\$ 2,301,075	\$ 2,541,182	\$2,905,300
Amount in reserve at end of year	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 1,743,076	\$ 1,882,795	\$ 2,201,075	\$ 2,541,182	\$ 2,905,300	\$ 3,195,830
reimbursement rate	74.5%	75%	73.5%	75%	70%					
					tentative	estimated \$440K increase due to increased OOD spend	assumes increasing (10% per year) amount of OOD spending and circuit breaker funding			
						use \$300K of \$440K increase	use \$100K less than prior year amount			back to normal

decreasing OOD expenses

	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
CB funding received/expected	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 1,743,076	\$2,182,795	\$1,964,516	\$1,964,516	\$1,964,516	\$1,964,516
Used/To use in budget	\$ 1,410,471	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 2,043,076	\$ 2,082,795	\$ 1,864,516	\$ 1,864,516	\$1,964,516
Amount in reserve at end of year	\$ 1,536,592	\$ 1,666,231	\$ 2,003,790	\$ 1,928,899	\$ 1,743,076	\$ 1,882,795	\$ 1,764,516	\$ 1,864,516	\$ 1,964,516	\$ 1,964,516
reimbursement rate	74.5%	75%	73.5%	75%	70%					
					tentative	estimated \$440K increase due to increased OOD spend	assumes decreasing amount of OOD spending (10% then level) and circuit breaker funding			
						use \$300K of \$440K increase	use \$100K less than prior year amount			back to normal





## **Town of Arlington, Massachusetts**

---

### **8:15 PM Superintendent's Report K. Bodie**

#### **Summary:**

- Update on School Building Projects
- Superintendent's Progress on Goals 1.4



## Town of Arlington, Massachusetts

---

### 8:40 PM Consent Agenda

#### Summary:

Approval of Warrant: Approval of Warrant #17129, Total Warrant Amount \$571,599.37 Dated 2/9/2017.

Approval of Minutes: Approval of School Committee Regular Meeting, Thursday, February 14, and February 16, 2017.

Approval of AHS Italy Trip presented

Approval of Model United Nations, March 10 2017 NYC

Approval of Travel Expense for Superintendent

#### ATTACHMENTS:

Type	File Name	Description
Warrant	warrant_2_9_2017.pdf	Warrant 02 09 2017
Minutes	02_14_2017_School_Committee_Special_Meeting__minutes1.docx	2014 School Committee Special Meeting Minutes
Trip Approval	ROME_ITALY_2_15_2018.pdf	Rome Italy 2 15 2018
Trip Approval	model_united_nations_17.pdf	Model United Nations
Trip Approval	APPROVAL_OF_TRAVEL_EXP_SUPT.pdf	Approval of Travel Expense for Superintendent



# APPROVAL OF ACCOUNTS PAYABLE

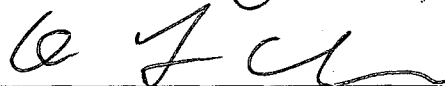
I / We certify that there is due to the vendors named within this Accounts Payable Warrant the amount set against their respective names, in payment for services performed to date.

Warrant Number	17129	Total Warrant Amount	\$571,599.37
Dated	2/9/17		

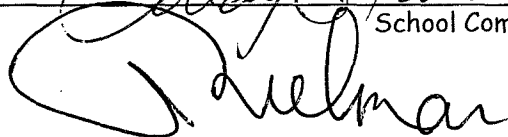
STATEMENT MADE UNDER THE PENALTIES OF PERJURY

  
\_\_\_\_\_  
Superintendent of Schools / Chief Financial Officer

  
\_\_\_\_\_  
School Committee

  
\_\_\_\_\_  
School Committee

  
\_\_\_\_\_  
School Committee

  
\_\_\_\_\_  
School Committee

5C

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY

TOWN OF ARLINGTON

P 1  
apwarrnt

DATE: 02/09/2017 WARRANT: 17129 AMOUNT: \$ 571,599.37

PAY TO EACH OF THE PERSONS NAMED IN THE ATTACHED WARRANT THE  
SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
AGGREGATE, AND CHARGE THE SAME TO APPROPRIATIONS OR ACCOUNTS  
INDICATED.

TOWN MANAGER

\_\_\_\_\_

COMPTROLLER

\_\_\_\_\_

\_\_\_\_\_

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 2  
apwarrnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652540	272177		
	1 03034309 835001			FOOD SERV	FOOD SERVI	352.50			
				Invoice Net		352.50			
				CHECK TOTAL		352.50			-----
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652541	272178		
	1 03034309 835001			FOOD SERV	FOOD SERVI	15.00			
				Invoice Net		15.00			
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652542	272179		
	1 03034309 835001			FOOD SERV	FOOD SERVI	60.00			
				Invoice Net		60.00			
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652543	272180		
	1 03034309 835001			FOOD SERV	FOOD SERVI	300.00			
				Invoice Net		300.00			
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652544	272947		
	1 03034309 835001			FOOD SERV	FOOD SERVI	15.00			
				Invoice Net		15.00			
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652545	272948		
	1 03034309 835001			FOOD SERV	FOOD SERVI	352.50			
				Invoice Net		352.50			
27354	A TO Z FOODS	00000	663517	INV	02/09/2017	652546	272949		
	1 03034309 835001			FOOD SERV	FOOD SERVI	300.00			
				Invoice Net		300.00			
				CHECK TOTAL		1,042.50			-----
31400	ABACS LLC	00000	7702017	INV	02/09/2017	MLN1-2017S	272800		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	938.00			
				Invoice Net		938.00			
31400	ABACS LLC	00000	7702017	INV	02/09/2017	JON2-2017	272801		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,205.99			
				Invoice Net		1,205.99			
31400	ABACS LLC	00000	7702017	INV	02/09/2017	MLN2-2017	272802		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	603.00			
				Invoice Net		603.00			
31400	ABACS LLC	00000	7702017	INV	02/09/2017	AVZ2-2017	272803		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,457.25			
				Invoice Net		1,457.25			
31400	ABACS LLC	00000	7702017	INV	02/09/2017	AVZ1-2017S	272804		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,005.00			
				Invoice Net		1,005.00			
31400	ABACS LLC	00000	7702017	INV	02/09/2017	RR1-2017S	272805		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	670.00			
				Invoice Net		670.00			
31400	ABACS LLC	00000	7702017	INV	02/09/2017	RR2-2017	272806		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,340.00			
				Invoice Net		1,340.00			
				CHECK TOTAL		7,219.24			-----

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 3  
apwarrnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
26864	ACCO BRANDS USA LLC	00003	11277617	INV	02/09/2017	2591872	272593		
	1 02216506 85101 2430	ELEM EDUC	REPRO SUPP			228.06			
		Invoice Net				228.06			
				CHECK TOTAL			228.06		-----
21151	ACCURATE LABEL DESIGNS	00001	11234317	INV	02/09/2017	151363	271858		
	1 02156506 84201 2430	ELEM EDUC	OFFICE			262.95			
		Invoice Net				262.95			
				CHECK TOTAL			262.95		-----
28030	ADMINISTRATIVE SOFTWARE	00000	11218117	INV	02/09/2017	17196	272753		
	1 1336765 84201 6200	GEN ADMIN	OFFICE			1,000.00			
		Invoice Net				1,000.00			
				CHECK TOTAL			1,000.00		-----
32432	AHOLD FINANCIAL SERVIC	00003	11165117	INV	02/09/2017	389230	271860		
	1 15122260 84902 3520	HARDY GEN	HARDY FOOD			79.95			
		Invoice Net				79.95			
32432	AHOLD FINANCIAL SERVIC	00003	11165117	INV	02/09/2017	389236	272012		
	1 15122260 84902 3520	HARDY GEN	HARDY FOOD			22.95			
		Invoice Net				22.95			
32432	AHOLD FINANCIAL SERVIC	00003	7703717	INV	02/09/2017	389232	272330		
	1 02456815 84902 2430	SPED/CONS	FOOD			92.83			
		Invoice Net				92.83			
32432	AHOLD FINANCIAL SERVIC	00003	11229317	INV	02/09/2017	389239	272447		
	1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			45.79			
		Invoice Net				45.79			
32432	AHOLD FINANCIAL SERVIC	00003	11165217	INV	02/09/2017	389238	272451		
	1 15123260 84902 3520	AFT SCH	FOOD SUPPL			153.66			
		Invoice Net				153.66			
32432	AHOLD FINANCIAL SERVIC	00003	11165117	INV	02/09/2017	389240	272591		
	1 15122260 84902 3520	HARDY GEN	HARDY FOOD			102.60			
		Invoice Net				102.60			
32432	AHOLD FINANCIAL SERVIC	00003	11194317	INV	02/09/2017	389229	272606		
	1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			36.38			
		Invoice Net				36.38			
32432	AHOLD FINANCIAL SERVIC	00003	11194317	INV	02/09/2017	389234	272608		
	1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			82.53			
		Invoice Net				82.53			
32432	AHOLD FINANCIAL SERVIC	00003	11194317	INV	02/09/2017	389235	272610		
	1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			41.35			
		Invoice Net				41.35			
32432	AHOLD FINANCIAL SERVIC	00003	11194317	INV	02/09/2017	115685	272937		
	1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			21.35			
		Invoice Net				21.35			
				CHECK TOTAL			679.39		-----

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 4  
apwarrrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
19606	ALL TRUCK AND EQUIPMEN 1 02816970 84802 3300	00000	7701917	INV	02/09/2017	93757 759.82 759.82 Invoice Net	272807		
						CHECK TOTAL	759.82		-----
70157	AMERICAN PRINTING HOUS 1 02456809 85103 2415	00000	11189617	INV	02/09/2017	A12658 582.00 582.00 Invoice Net	272331		
70157	AMERICAN PRINTING HOUS 1 02456809 85103 2415	00000	11189617	INV	02/09/2017	A12904 118.00 118.00 Invoice Net	272332		
70157	AMERICAN PRINTING HOUS 1 02456809 85103 2415	00000	11189617	INV	02/09/2017	A13412 92.00 92.00 Invoice Net	272820		
						CHECK TOTAL	792.00		-----
28022	ANDRINA'S 1 03034309 835001	00000	663317	INV	02/09/2017	370212 2,583.00 2,583.00 Invoice Net	272181		
						CHECK TOTAL	2,583.00		-----
70191	ANTI-DEFAMATION LEAGUE 1 1954 84000	00001	11276417	INV	02/09/2017	01-360001926 750.00 750.00 Invoice Net	272590		
						CHECK TOTAL	750.00		-----
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT ZF-JAN'17 780.00 780.00 Invoice Net	272808		
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT TB-JAN'17 940.00 940.00 Invoice Net	272809		
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT PG-JAN'17 270.00 270.00 Invoice Net	272810		
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT PC-JAN'17 110.00 110.00 Invoice Net	272811		
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT OD-JAN'17 180.00 180.00 Invoice Net	272812		
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT NC-JAN'17 440.00 440.00 Invoice Net	272813		
29770	ARISE CONSULTING SERVI 1 02456821 83101 2320	00001	7702117	INV	02/09/2017	CONSULT NB-JAN'17 2,060.00 2,060.00 Invoice Net	272814		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 5  
apwarnt

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29770	ARISE CONSULTING SERVI	00001	7702117	INV	02/09/2017	CONSULT LC-JAN'17	272815		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		1,160.00			
			Invoice Net			1,160.00			
29770	ARISE CONSULTING SERVI	00001	7702117	INV	02/09/2017	CONSULT IP-JAN'17	272816		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		165.00			
			Invoice Net			165.00			
29770	ARISE CONSULTING SERVI	00001	7702117	INV	02/09/2017	CONSULT HRL-JAN'17	272817		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		490.00			
			Invoice Net			490.00			
29770	ARISE CONSULTING SERVI	00001	7702117	INV	02/09/2017	CONSULT FN-JAN'17	272818		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		220.00			
			Invoice Net			220.00			
29770	ARISE CONSULTING SERVI	00001	7702117	INV	02/09/2017	CONSULT DL-JAN'17	272819		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		1,420.00			
			Invoice Net			1,420.00			
			CHECK TOTAL			8,235.00			-----
70224	ARLINGTON COAL & LUMBE	00000	11290017	INV	02/09/2017	119418	272238		
	1 02426715 85103 2415		C&I SCIENC	INSTRUCT		187.88			
			Invoice Net			187.88			
70224	ARLINGTON COAL & LUMBE	00000	11305417	INV	02/09/2017	118888	272448		
	1 200 84000		JAZZ	MISC		431.70			
			Invoice Net			431.70			
			CHECK TOTAL			619.58			-----
75173	ARL/BEL TRANSPORTATION	00002	7704917	INV	02/09/2017	1/1/17-1/30/17	272821		
	1 02816990 83301 3300		TRANS HOM	TRANS		5,604.00			
			Invoice Net			5,604.00			
			CHECK TOTAL			5,604.00			-----
70266	ASCD	00003	11273117	INV	02/09/2017	12620729	272594		
	1 02636575 85103 2415		PROF DEV	INSTRUCT		197.60			
			Invoice Net			197.60			
			CHECK TOTAL			197.60			-----
23400	ASSABET VALLEY COLLABO	00000	7732417	INV	02/09/2017	17599	272333		
	1 02816990 83301 3300		TRANS HOM	TRANS		598.92			
			Invoice Net			598.92			
			CHECK TOTAL			598.92			-----
24394	AUDIOLOGY AND HEARING	00000	7702417	INV	02/09/2017	18561	272822		
	1 02456842 85110 2420		ADAPTIVE T	EQ INSTRU		150.00			
			Invoice Net			150.00			
			CHECK TOTAL			150.00			-----
31729	AVERY, COREY	00000		INV	02/09/2017	11724	271917		
	1 02026626 83804 3510		ATHL/HOCKE	ATHLETIC		35.00			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 6  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
2	02026640 83804	3510	ATH/G/I.H.	ATHLETIC		35.00			
			Invoice Net			70.00			
						CHECK TOTAL	70.00		-----
25402	BALBONI, RON		00000	INV	02/09/2017	11767	271918		
1	02026626 83804	3510	ATHL/HOCKE	ATHLETIC		80.00			
			Invoice Net			80.00			
						CHECK TOTAL	80.00		-----
24583	BAYSTATE INTERPRETERS,		00000	7702517 INV	02/09/2017	294890	272334		
1	02456857 83101	2330	SPED CONTR	PROF TECH		916.13			
			Invoice Net			916.13			
						CHECK TOTAL	916.13		-----
70412	BELMONT AND CRYSTAL SP		00001	11197617 INV	02/09/2017	1035734 011817	272449		
1	1952 84000		TRANSCRIPT	MISC EXPEN		7.77			
			Invoice Net			7.77			
						CHECK TOTAL	7.77		-----
70412	BELMONT AND CRYSTAL SP		00001	693217 INV	02/09/2017	1249889 020117	272450		
1	02606910 85806	1210	SUPER	MISC SUPPL		49.21			
			Invoice Net			49.21			
						CHECK TOTAL	49.21		-----
70412	BELMONT AND CRYSTAL SP		00001	7718617 INV	02/09/2017	14545241 020117	272823		
1	02456800 84201	2430	PK-SPED	OFFICE		25.90			
			Invoice Net			25.90			
						CHECK TOTAL	25.90		-----
32080	BIELAK, MATT		00000	INV	02/09/2017	11780	271919		
1	02026626 83804	3510	ATHL/HOCKE	ATHLETIC		80.00			
			Invoice Net			80.00			
						CHECK TOTAL	80.00		-----
32536	BLICK ART MATERIALS		00004	11091817 INV	02/09/2017	7211053	272755		
1	02016507 83404	2430	SEC EDUC	PRINTING		351.94			
			Invoice Net			351.94			
						CHECK TOTAL	351.94		-----
30164	BOEGLIN, EUGENE		00000	INV	02/09/2017	11800	272899		
1	02026622 83804	3510	ATHL/BASKB	ATHLETIC		58.00			
			Invoice Net			58.00			
						CHECK TOTAL	58.00		-----
29256	BOLT,DAN		00000	INV	02/09/2017	11799	272900		
1	02026622 83804	3510	ATHL/BASKB	ATHLETIC		58.00			
			Invoice Net			58.00			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 7  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	58.00		-----
31887 BOOKSOURCE						595799	272596		
1 02066506 85103 2415		00001 11102617 INV	02/09/2017	ELEM EDUC INSTRUCT		161.48			
		Invoice Net				161.48			
						CHECK TOTAL	161.48		-----
22234 THE BOOK RACK						774	272236		
1 02296581 85103 2415		00001 11279917 INV	02/09/2017	READING IN INSTRUCT		423.50			
		Invoice Net				423.50			
22234 THE BOOK RACK						773	272237		
1 02306740 85106 2410		00001 11242117 INV	02/09/2017	C&I ENGLIS TEXTBOOKS		630.00			
		Invoice Net				630.00			
						CHECK TOTAL	1,053.50		-----
70500 BOSTON COLLEGE CAMPUS						1/1/17-1/31/17-DM	272824		
1 02456848 83201 9300		00002 7715217 INV	02/09/2017	TUITION DY TUITION		8,844.60			
		Invoice Net				8,844.60			
						CHECK TOTAL	8,844.60		-----
18495 BOSTON HIGASHI SCHOOL						1701412AR	272825		
1 02456851 83201 9300		00000 7712017 INV	02/09/2017	OOD RESIDE TUITION		9,220.02			
		Invoice Net				9,220.02			
18495 BOSTON HIGASHI SCHOOL						1701403	272826		
1 02456851 83201 9300		00000 7712717 INV	02/09/2017	OOD RESIDE TUITION		18,440.04			
		Invoice Net				18,440.04			
						CHECK TOTAL	27,660.06		-----
28425 BOTOS, DEBORAH						APS0124-5	272013		
1 02606910 83101 1210		00000 11251017 INV	02/09/2017	SUPER PROF TECH		990.00			
		Invoice Net				990.00			
						CHECK TOTAL	990.00		-----
16015 BOUDREAU, JAMES						11656	272902		
1 02026626 83804 3510		00000	INV 02/09/2017	ATHL/HOCKE ATHLETIC		80.00			
		Invoice Net				80.00			
						CHECK TOTAL	80.00		-----
28101 BOUTILIER, KEVIN						11751	272444		
1 02026622 83804 3510		00000	INV 02/09/2017	ATHL/BASKB ATHLETIC		80.00			
		Invoice Net				80.00			
						CHECK TOTAL	80.00		-----
25591 BOWERS, VIRGINIA A.						1/23-1/27-BRH+VS+BD	272335		
1 02456857 83101 2310		00000 7702617 INV	02/09/2017	SPED CONTR PROF TECH		625.00			
		Invoice Net				625.00			
25591 BOWERS, VIRGINIA A.						1/23-1/27/17-KB+MR	272336		
		00000 7702717 INV	02/09/2017						



02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 8  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456803 83101 2310			SPED/TUTOR	PROF TECH	500.00			
				Invoice Net		500.00			
25591 BOWERS, VIRGINIA A.	00000 7702617 INV 02/09/2017					1/30-2/3/17-5STUDNTS	272827		
	1 02456857 83101 2310			SPED CONTR	PROF TECH	750.00			
				Invoice Net		750.00			
25591 BOWERS, VIRGINIA A.	00000 7702717 INV 02/09/2017					1/30-2/3/17-KB+MR	272828		
	1 02456803 83101 2310			SPED/TUTOR	PROF TECH	450.00			
				Invoice Net		450.00			
				CHECK TOTAL		2,325.00			-----
32949 BRIGGS,LIZ	00000 INV 02/09/2017					11757	272901		
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	80.00			
				Invoice Net		80.00			
				CHECK TOTAL		80.00			-----
30897 BRUNO, JEFF	00000 11274917 INV 02/09/2017					REIM OURDOOR ED-WNTR	272239		
	1 1955 84000			PE SURVIVA	MISC EXP	652.69			
				Invoice Net		652.69			
30897 BRUNO, JEFF	00000 11274917 INV 02/09/2017					REIM OURDOOR ED/WNTR	272240		
	1 1955 84000			PE SURVIVA	MISC EXP	474.38			
				Invoice Net		474.38			
				CHECK TOTAL		1,127.07			-----
25443 BUKOWSKI, CHARLOTTE	00000 INV 02/09/2017					6722	272903		
	1 02026639 83804 3510			ATH/G/GYM	ATHLETIC	89.00			
				Invoice Net		89.00			
				CHECK TOTAL		89.00			-----
25762 BURKE, MEAGAN	00000 7732717 INV 02/09/2017					REIMB CONF 2/3/17	272829		
	1 02456575 87202 2357			SPED/P.D.	TRAINING	450.00			
				Invoice Net		450.00			
				CHECK TOTAL		450.00			-----
32010 BURLINGTON TAXI INC	00000 7730917 INV 02/09/2017					0123FC	272338		
	1 02816980 83301 3300			SPED/REIMB	TRANS	1,400.00			
				Invoice Net		1,400.00			
				CHECK TOTAL		1,400.00			-----
71020 CONCORD AREA SPECIAL E	00000 7707217 INV 02/09/2017					17-1242-LC	272830		
	1 02456848 83201 9400			TUITION DY	TUITION	8,676.60			
				Invoice Net		8,676.60			
71020 CONCORD AREA SPECIAL E	00000 7707417 INV 02/09/2017					17-1239-JD	272831		
	1 02456848 83201 9400			TUITION DY	TUITION	8,676.60			
				Invoice Net		8,676.60			
				CHECK TOTAL		17,353.20			-----
70693 CAM OFFICE SERVICES, I	00000 11201317 INV 02/09/2017					104376	272014		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 9  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02126506 85101 2430			ELEM EDUC	REPRO SUPP	694.47			
				Invoice Net		694.47			
70693	CAM OFFICE SERVICES, I	00000	11201317	INV	02/09/2017	104377	272015		
	1 02126506 85101 2430			ELEM EDUC	REPRO SUPP	97.90			
				Invoice Net		97.90			
70693	CAM OFFICE SERVICES, I	00000	11278117	INV	02/09/2017	104444	272597		
	1 02216506 85101 2430			ELEM EDUC	REPRO SUPP	268.64			
				Invoice Net		268.64			
70693	CAM OFFICE SERVICES, I	00000	11311417	CRM	02/09/2017	CREDIT MEMO 6455	272938		
	1 02036507 85101 2430			SEC EDUC	REPRO SUPP	-34.56			
				Invoice Net		-34.56			
70693	CAM OFFICE SERVICES, I	00000	11311417	INV	02/09/2017	104795	272939		
	1 02036507 85101 2430			SEC EDUC	REPRO SUPP	805.92			
				Invoice Net		805.92			
				CHECK TOTAL		1,832.37			-----
31055	CAMERON, PAUL	00000		INV	02/09/2017	11676	272443		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	58.00			
				Invoice Net		58.00			
				CHECK TOTAL		58.00			-----
70762	CAROLINA BIOLOGICAL SU	00001	11290517	INV	02/09/2017	49678860 RI	272940		
	1 02426715 85103 2415			C&I SCIENC	INSTRUCT	47.79			
				Invoice Net		47.79			
				CHECK TOTAL		47.79			-----
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612061	272339		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	130.00			
				Invoice Net		130.00			
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612062	272341		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	195.00			
				Invoice Net		195.00			
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612063	272342		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	130.00			
				Invoice Net		130.00			
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612064	272343		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	1,040.00			
				Invoice Net		1,040.00			
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612065	272346		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	195.00			
				Invoice Net		195.00			
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612066	272349		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	162.50			
				Invoice Net		162.50			
70766	THE CARROLL CENTER FOR	00000	7726317	INV	02/09/2017	1612067	272351		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	130.00			
				Invoice Net		130.00			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 10  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	1,982.50		-----
70771	CARROLL SCHOOL		00002	7715517	INV 02/09/2017	10624	272353		
	1 02456848 83201	9300	TUITION DY	TUITION		1,950.00			
			Invoice Net			1,950.00			
						CHECK TOTAL	1,950.00		-----
32952	CASHMAN, CRAIG		00000		INV 02/09/2017	10345	272904		
	1 02026626 83804	3510	ATHL/HOCKE	ATHLETIC		58.00			
			Invoice Net			58.00			
						CHECK TOTAL	58.00		-----
18163	CENTRELLA, FRANK		00000		INV 02/09/2017	11801	272905		
	1 02026635 83804	3510	ATH/G/BB	ATHLETIC		58.00			
			Invoice Net			58.00			
						CHECK TOTAL	58.00		-----
32325	COOKING WITH KIMI		00001	11319517	INV 02/09/2017	133	272942		
	1 1336770 81112	6200	ADULT ED	INSTRUCT		240.00			
			Invoice Net			240.00			
						CHECK TOTAL	240.00		-----
71078	CORWIN PRESS, INC./SAG		00000	11273317	INV 02/09/2017	7277753	272756		
	1 02636575 85106	2357	PROF DEV	TEXTBOOKS		97.80			
			Invoice Net			97.80			
						CHECK TOTAL	97.80		-----
71080	COSTA FRUIT & PRODUCE		00001	662117	INV 02/09/2017	3755988	272182		
	1 03034309 835001		FOOD SERV	FOOD SERVI		1,479.50			
			Invoice Net			1,479.50			
71080	COSTA FRUIT & PRODUCE		00001	662117	INV 02/09/2017	3756065	272183		
	1 03034309 835001		FOOD SERV	FOOD SERVI		635.64			
			Invoice Net			635.64			
71080	COSTA FRUIT & PRODUCE		00001	662117	INV 02/09/2017	3754418	272184		
	1 03034309 835001		FOOD SERV	FOOD SERVI		961.69			
			Invoice Net			961.69			
71080	COSTA FRUIT & PRODUCE		00001	662117	INV 02/09/2017	3754533	272185		
	1 03034309 835001		FOOD SERV	FOOD SERVI		828.66			
			Invoice Net			828.66			
71080	COSTA FRUIT & PRODUCE		00001	662117	INV 02/09/2017	3751791	272186		
	1 03034309 835001		FOOD SERV	FOOD SERVI		1,022.26			
			Invoice Net			1,022.26			
71080	COSTA FRUIT & PRODUCE		00001	662117	INV 02/09/2017	3756056	272187		
	1 03034309 835001		FOOD SERV	FOOD SERVI		579.69			
			Invoice Net			579.69			
						CHECK TOTAL	5,507.44		-----

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 11  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
31281	CRANE, BREANDAN 1 02026626 83804	3510	00000	ATHL/HOCKE Invoice Net	INV 02/09/2017 ATHLETIC	11677 58.00 58.00 CHECK TOTAL	272445		-----
32951	CURLEY, JOHN 1 02026635 83804	3510	00000	ATH/G/BB Invoice Net	INV 02/09/2017 ATHLETIC	AA-056 40.00 40.00 CHECK TOTAL	272906		-----
71176	D'AGOSTINO'S DELI 1 02016575 87202	2357	00001 11306117	PROF DEV Invoice Net	INV 02/09/2017 TRAINING	11034 218.50 218.50 CHECK TOTAL	272598		-----
71237	DELTA EDUCATION 1 02426715 85103	2415	00002 11291817	C&I SCIENC Invoice Net	INV 02/09/2017 INSTRUCT	202501377541 26.50 26.50 CHECK TOTAL	272599		-----
26180	DIFFERENT ROADS TO LEA 1 02456860 85102	2720	00000 11189917	SPED TEST Invoice Net	INV 02/09/2017 TESTING	131240A 378.50 378.50 CHECK TOTAL	272355		-----
23404	DIFIORE, JR., DANA 1 02026626 83804 2 02026640 83804	3510 3510	00000	ATHL/HOCKE ATH/G/I.H. Invoice Net	INV 02/09/2017 ATHLETIC ATHLETIC	11697 80.00 80.00 160.00 CHECK TOTAL	271920		-----
21826	DISTRICT B ATHLETIC DI 1 02026620 83804	3510	00001 11282417	ATHLE/ADMI Invoice Net	INV 02/09/2017 ATHLETIC	YEARLY DUES2016-2017 75.00 75.00 CHECK TOTAL	271689		-----
30977	DREAMBOX LEARNING, INC 1 02216506 85106	2410	00001 11277917	ELEM EDUC Invoice Net	INV 02/09/2017 TEXTBOOKS	DB121526848 1,550.00 1,550.00 CHECK TOTAL	272600		-----
32898	DUXBURY SYSTEMS, INC 1 02456842 85110	2420	00000 11190017	ADAPTIVE T Invoice Net	INV 02/09/2017 EQ INSTRU	IN3139 595.00 595.00 CHECK TOTAL	272832		-----
13769	EASTERN BUS COMPANY		00000 11223717		INV 02/09/2017	148916	272601		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 12  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 154	8300		YELLOW BUS	CONT/SERV	200.00			
				Invoice Net		200.00			
						CHECK TOTAL	200.00		-----
71410	EDCO			00000	11138017 INV 02/09/2017	1171744	271651		
	1 02636575 87202	2357		PROF DEV	TRAINING	600.00			
				Invoice Net		600.00			
71410	EDCO			00000	11138017 INV 02/09/2017	1171740	271652		
	1 02636575 87202	2357		PROF DEV	TRAINING	395.00			
				Invoice Net		395.00			
						CHECK TOTAL	995.00		-----
17253	EDUCATION, INC.			00001	7703217 INV 02/09/2017	285992	272359		
	1 02456803 83101	2310		SPED/TUTOR	PROF TECH	62.50			
				Invoice Net		62.50			
17253	EDUCATION, INC.			00001	7703217 INV 02/09/2017	285993	272363		
	1 02456803 83101	2310		SPED/TUTOR	PROF TECH	200.00			
				Invoice Net		200.00			
						CHECK TOTAL	262.50		-----
26962	EMPOWERING WRITERS, LL			00002	11102817 INV 02/09/2017	129816	272016		
	1 02066506 85103	2415		ELEM EDUC	INSTRUCT	113.85			
				Invoice Net		113.85			
						CHECK TOTAL	113.85		-----
21724	FANTINI BAKING CO., IN			00000	662817 INV 02/09/2017	Y301032	272188		
	1 03034309 835001			FOOD SERV	FOOD SERVI	106.02			
				Invoice Net		106.02			
21724	FANTINI BAKING CO., IN			00000	662817 INV 02/09/2017	Y301033	272189		
	1 03034309 835001			FOOD SERV	FOOD SERVI	123.11			
				Invoice Net		123.11			
						CHECK TOTAL	229.13		-----
23827	FARAH ENTERPRISES, INC			00000	663217 INV 02/09/2017	503	272190		
	1 03034309 835001			FOOD SERV	FOOD SERVI	320.00			
				Invoice Net		320.00			
23827	FARAH ENTERPRISES, INC			00000	663217 INV 02/09/2017	0503	272191		
	1 03034309 835001			FOOD SERV	FOOD SERVI	360.00			
				Invoice Net		360.00			
						CHECK TOTAL	680.00		-----
32884	FARINELLI CONSULTING G			00000	11155117 INV 02/09/2017	10262	272452		
	1 02516730 85103	2415		C&I WORLD	INSTRUCT	127.85			
				Invoice Net		127.85			
						CHECK TOTAL	127.85		-----
30173	FARMER, TOM			00000	INV 02/09/2017	11727	271921		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 13  
apwarnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02026626 83804	3510		ATHL/HOCKE	ATHLETIC	80.00			
				Invoice Net		80.00			
						CHECK TOTAL	80.00		-----
12894	FARR ACADEMY			00000	7713417 INV 02/09/2017	IVC0005229	272367		
	1 02456848 83201	9300		TUITION DY	TUITION	7,983.80			
				Invoice Net		7,983.80			
12894	FARR ACADEMY			00000	7721617 INV 02/09/2017	IVC0005230	272370		
	1 02456848 83201	9300		TUITION DY	TUITION	7,983.80			
				Invoice Net		7,983.80			
						CHECK TOTAL	15,967.60		-----
30300	FOLLETT SCHOOL SOLUTIO			00001	11090617 INV 02/09/2017	485142-4	272757		
	1 02016563 85106	2410		LIBRARY/ME	TEXTBOOKS	284.29			
				Invoice Net		284.29			
30300	FOLLETT SCHOOL SOLUTIO			00001	11090617 CRM 02/09/2017	#485142-4	272758		
	1 02016563 85106	2410		LIBRARY/ME	TEXTBOOKS	-24.95			
				Invoice Net		-24.95			
30300	FOLLETT SCHOOL SOLUTIO			00001	11090617 INV 02/09/2017	485142W-5	272759		
	1 02016563 85106	2410		LIBRARY/ME	TEXTBOOKS	39.95			
				Invoice Net		39.95			
30300	FOLLETT SCHOOL SOLUTIO			00001	11090617 INV 02/09/2017	485142A-3	272760		
	1 02016563 85106	2410		LIBRARY/ME	TEXTBOOKS	201.16			
				Invoice Net		201.16			
						CHECK TOTAL	500.45		-----
32953	FOTI, JOSEPH			00000	INV 02/09/2017	11763	272907		
	1 02026622 83804	3510		ATHL/BASKB	ATHLETIC	58.00			
				Invoice Net		58.00			
						CHECK TOTAL	58.00		-----
71712	ACCO BRANDS USA LLC			00003	11277817 INV 02/09/2017	2596350	272592		
	1 02216566 84201	2430		MMGT PRINC	OFFICE	299.90			
				Invoice Net		299.90			
						CHECK TOTAL	299.90		-----
71736	THE MARGARET GIFFORD S			00000	7713717 INV 02/09/2017	16627	272375		
	1 02456848 83201	9300		TUITION DY	TUITION	6,686.20			
				Invoice Net		6,686.20			
71736	THE MARGARET GIFFORD S			00000	7714817 INV 02/09/2017	16653	272376		
	1 02456848 83201	9300		TUITION DY	TUITION	6,686.20			
				Invoice Net		6,686.20			
71736	THE MARGARET GIFFORD S			00000	7715017 INV 02/09/2017	16656	272379		
	1 02456848 83201	9300		TUITION DY	TUITION	6,686.20			
				Invoice Net		6,686.20			
71736	THE MARGARET GIFFORD S			00000	7716817 INV 02/09/2017	16673	272382		
	1 02456848 83201	9300		TUITION DY	TUITION	6,686.20			
				Invoice Net		6,686.20			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 14  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	26,744.80		-----
71736	GIFFORD SCH + DAY CTR	00001	7718217	INV	02/09/2017	16634	272384		
	1 02456848 83201 9300			TUITION DY	TUITION	6,686.20			
				Invoice Net		6,686.20			
71736	GIFFORD SCH + DAY CTR	00001	7723817	INV	02/09/2017	16629	272388		
	1 02456848 83201 9300			TUITION DY	TUITION	6,686.20			
				Invoice Net		6,686.20			
						CHECK TOTAL	13,372.40		-----
28065	GILLESPIE, WALTER	00000		INV	02/09/2017	AA-128	272908		
	1 02026622 83804 3510			ATHL/BASKB	ATHLETIC	58.00			
				Invoice Net		58.00			
						CHECK TOTAL	58.00		-----
32646	GOFF, CHERYL	00000	7723917	INV	02/09/2017	REIMB MILEGE-JAN'17	272833		
	1 02456821 81201 2320			SPED/CLINI	TEMP PROF	7.70			
				Invoice Net		7.70			
						CHECK TOTAL	7.70		-----
73320	GOVCONNECTION, INC.	00005	11311317	INV	02/09/2017	54469965	272941		
	1 02036507 84201 2430			SEC EDUC	OFFICE	91.55			
				Invoice Net		91.55			
						CHECK TOTAL	91.55		-----
32954	GRIDLEY, JASON	00000		INV	02/09/2017	11665	272909		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	58.00			
				Invoice Net		58.00			
						CHECK TOTAL	58.00		-----
30778	JOHN GUILFOIL PUBLIC R	00001	11192217	INV	02/09/2017	929	272017		
	1 02606910 83101 1210			SUPER	PROF TECH	200.00			
				Invoice Net		200.00			
						CHECK TOTAL	200.00		-----
20160	HEINEMANN PROFESSIONAL	00002	11142417	INV	02/09/2017	6618694	272453		
	1 0772017 85103 2410			LANGUAGE	INSTRUCT	2,084.08			
				Invoice Net		2,084.08			
						CHECK TOTAL	2,084.08		-----
21828	HENLEY ENTERPRISE	00000	7704417	INV	02/09/2017	163332	272392		
	1 02816970 84802 3300			TRANS ED	VEHICLE RE	40.78			
				Invoice Net		40.78			
21828	HENLEY ENTERPRISE	00000	7704417	INV	02/09/2017	163625	272834		
	1 02816970 84802 3300			TRANS ED	VEHICLE RE	40.78			
				Invoice Net		40.78			
						CHECK TOTAL	81.56		-----

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 15  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32955 HOGAN, MICHAEL	1 02026635 83804 3510	00000		INV	02/09/2017	AA-098	272910		
		ATH/G/BB		ATHLETIC		80.00			
		Invoice Net				80.00			
						CHECK TOTAL	80.00		-----
32903 HUMANWARE USA INC.	1 02456842 85110 2420	00000	11189817	INV	02/09/2017	172302	272395		
		ADAPTIVE T		EQ INSTRU		2,390.00			
		Invoice Net				2,390.00			
						CHECK TOTAL	2,390.00		-----
32956 JOHNSON, THOMAS	1 02026640 83804 3510	00000		INV	02/09/2017	AA-104	272911		
		ATH/G/I.H.		ATHLETIC		80.00			
		Invoice Net				80.00			
						CHECK TOTAL	80.00		-----
72233 JUDGE BAKER CHILDREN'S	1 02456848 83201 9300	00001	7713117	INV	02/09/2017	JAN123	272836		
		TUITION DY		TUITION		8,364.60			
		Invoice Net				8,364.60			
72233 JUDGE BAKER CHILDREN'S	1 02456848 83201 9300	00001	7713917	INV	02/09/2017	JAN124	272837		
		TUITION DY		TUITION		8,364.60			
		Invoice Net				8,364.60			
72233 JUDGE BAKER CHILDREN'S	1 02456848 83201 9300	00001	7715817	INV	02/09/2017	JAN125	272838		
		TUITION DY		TUITION		8,364.60			
		Invoice Net				8,364.60			
72233 JUDGE BAKER CHILDREN'S	1 02456848 83201 9300	00001	7717417	INV	02/09/2017	JAN126	272839		
		TUITION DY		TUITION		8,364.60			
		Invoice Net				8,364.60			
72233 JUDGE BAKER CHILDREN'S	1 02456848 83201 9300	00001	7717517	INV	02/09/2017	JAN127	272840		
		TUITION DY		TUITION		8,364.60			
		Invoice Net				8,364.60			
						CHECK TOTAL	41,823.00		-----
19317 JUSTICE RESOURCE INSTI	1 02456848 83201 9300	00000	7712417	INV	02/09/2017	12450617ARL-AC	272398		
		TUITION DY		TUITION		4,239.12			
		Invoice Net				4,239.12			
19317 JUSTICE RESOURCE INSTI	1 02456851 83201 9300	00000	7712517	INV	02/09/2017	12250617ARL-JC	272401		
		OOD RESIDE		TUITION		16,557.10			
		Invoice Net				16,557.10			
19317 JUSTICE RESOURCE INSTI	1 02456848 83201 9300	00000	7712817	INV	02/09/2017	12450617ARL-ED	272403		
		TUITION DY		TUITION		4,239.12			
		Invoice Net				4,239.12			
19317 JUSTICE RESOURCE INSTI	1 02456848 83201 9300	00000	7712917	INV	02/09/2017	12450617ARL-MD	272405		
		TUITION DY		TUITION		4,239.12			
		Invoice Net				4,239.12			
19317 JUSTICE RESOURCE INSTI	1 02456851 83201 9300	00000	7716917	INV	02/09/2017	12350617ARL-ES	272408		
		OOD RESIDE		TUITION		6,622.84			
		Invoice Net				6,622.84			



02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 16  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
19317 JUSTICE RESOURCE INSTI	00000 7719017	INV	02/09/2017	13150617ARL-TW	272410				
1 02456851 83201 9300	OOD RESIDE	TUITION		8,278.55					
	Invoice Net			8,278.55					
	CHECK TOTAL			44,175.85					-----
28066 KEATING, CHRISTOPHER	00000	INV	02/09/2017	11663	271923				
1 02026626 83804 3510	ATHL/HOCKE	ATHLETIC		58.00					
	Invoice Net			58.00					
	CHECK TOTAL			58.00					-----
28884 KEATING, BILLY	00000	INV	02/09/2017	11664	271922				
1 02026626 83804 3510	ATHL/HOCKE	ATHLETIC		58.00					
	Invoice Net			58.00					
	CHECK TOTAL			58.00					-----
32957 KENDALL, VICTORIA	00000	INV	02/09/2017	AA-133	272912				
1 02026635 83804 3510	ATH/G/BB	ATHLETIC		75.00					
	Invoice Net			75.00					
32957 KENDALL, VICTORIA	00000	INV	02/09/2017	AA-134	272913				
1 02026635 83804 3510	ATH/G/BB	ATHLETIC		75.00					
	Invoice Net			75.00					
	CHECK TOTAL			150.00					-----
29163 KERRIGAN, MICHAEL	00000	INV	02/09/2017	11696	271924				
1 02026626 83804 3510	ATHL/HOCKE	ATHLETIC		80.00					
2 02026640 83804 3510	ATH/G/I.H.	ATHLETIC		80.00					
	Invoice Net			160.00					
	CHECK TOTAL			160.00					-----
32946 LAND ESCAPES DESIGN IN	00000 11319417	INV	02/09/2017	ACE117-1	272943				
1 1336770 81112 6200	ADULT ED	INSTRUCT		75.00					
	Invoice Net			75.00					
	CHECK TOTAL			75.00					-----
72376 LANDMARK FOUNDATION, I	00000 7711517	INV	02/09/2017	27174	272841				
1 02456848 83201 9300	TUITION DY	TUITION		2,293.40					
	Invoice Net			2,293.40					
72376 LANDMARK FOUNDATION, I	00000 7712617	INV	02/09/2017	25336	272842				
1 02456848 83201 9300	TUITION DY	TUITION		3,155.76					
	Invoice Net			3,155.76					
72376 LANDMARK FOUNDATION, I	00000 7716017	INV	02/09/2017	27193	272843				
1 02456848 83201 9300	TUITION DY	TUITION		2,629.80					
	Invoice Net			2,629.80					
72376 LANDMARK FOUNDATION, I	00000 7716517	INV	02/09/2017	26230	272844				
1 02456848 83201 9300	TUITION DY	TUITION		5,844.00					
	Invoice Net			5,844.00					
72376 LANDMARK FOUNDATION, I	00000 7724217	INV	02/09/2017	27202	272845				

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 17  
apwarrnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72376	LANDMARK FOUNDATION, I	00000	7727517	INV	02/09/2017		272846		
	1 02456848 83201 9300			TUITION DY	TUITION	3,000.00			
				Invoice Net		3,000.00			
	1 02456848 83201 9300			TUITION DY	TUITION	27657			
				Invoice Net		5,844.00			
				Invoice Net		5,844.00			
				CHECK TOTAL		22,766.96			-----
19990	LATHAM CENTERS, INC	00000	7727717	INV	02/09/2017		272847		
	1 02456851 83201 9300			OOD RESIDE	TUITION	033451			
				Invoice Net		18,490.88			
				Invoice Net		18,490.88			
				CHECK TOTAL		18,490.88			-----
72433	LEAGUE SCHOOL OF GREAT	00000	7717817	INV	02/09/2017		272414		
	1 02456851 83201 9300			OOD RESIDE	TUITION	001493			
				Invoice Net		14,510.79			
				Invoice Net		14,510.79			
				CHECK TOTAL		14,510.79			-----
72441	LEARNING PREP SCHOOL I	00001	7713017	INV	02/09/2017		272417		
	1 02456848 83201 9300			TUITION DY	TUITION	48516-AD			
				Invoice Net		2,312.50			
				Invoice Net		2,312.50			
72441	LEARNING PREP SCHOOL I	00001	7716117	INV	02/09/2017		272420		
	1 02456848 83201 9300			TUITION DY	TUITION	48516-AP			
				Invoice Net		4,625.00			
				Invoice Net		4,625.00			
72441	LEARNING PREP SCHOOL I	00001	7718017	INV	02/09/2017		272424		
	1 02456848 83201 9300			TUITION DY	TUITION	48516-NW			
				Invoice Net		3,075.63			
				Invoice Net		3,075.63			
72441	LEARNING PREP SCHOOL I	00001	7727417	INV	02/09/2017		272427		
	1 02456848 83201 9300			TUITION DY	TUITION	48516-CM			
				Invoice Net		3,666.67			
				Invoice Net		3,666.67			
				CHECK TOTAL		13,679.80			-----
32958	LORUSSO, MIKE	00000		INV	02/09/2017		272914		
	1 02026640 83804 3510			ATH/G/I.H.	ATHLETIC	AA-103			
				Invoice Net		80.00			
				Invoice Net		80.00			
				CHECK TOTAL		80.00			-----
27708	LOWE, JON	00000		INV	02/09/2017		271925		
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	11745			
				Invoice Net		80.00			
				Invoice Net		80.00			
				CHECK TOTAL		80.00			-----
70155	MAA/AMC	00002	11266817	INV	02/09/2017		272754		
	1 02396720 85102 2720			C&I MATH	TESTING	H156057			
				Invoice Net		391.00			
				Invoice Net		391.00			
				CHECK TOTAL		391.00			-----
28859	MAGLIOCCA, BRYAN	00000	7728917	INV	02/09/2017	REIMB MILEGE-JAN'17	272849		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 18  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02456839 87101	2315	TEAM CHAIR	BUS TRAVEL		79.59			
			Invoice Net			79.59			
						CHECK TOTAL	79.59		-----
15547	MANSFIELD PAPER CO., I	00000	662417	INV	02/09/2017	198807	272192		
	1 03034309 835000		FOOD SERV	FOOD SERV/		368.39			
			Invoice Net			368.39			
15547	MANSFIELD PAPER CO., I	00000	662417	INV	02/09/2017	196634	272193		
	1 03034309 835000		FOOD SERV	FOOD SERV/		1,030.33			
			Invoice Net			1,030.33			
15547	MANSFIELD PAPER CO., I	00000	662417	INV	02/09/2017	196636	272194		
	1 03034309 835000		FOOD SERV	FOOD SERV/		762.82			
			Invoice Net			762.82			
15547	MANSFIELD PAPER CO., I	00000	662417	INV	02/09/2017	198809	272950		
	1 03034309 835000		FOOD SERV	FOOD SERV/		1,703.51			
			Invoice Net			1,703.51			
						CHECK TOTAL	3,865.05		-----
31984	MARINO, SUZANNE	00000		INV	02/09/2017	6723	272915		
	1 02026639 83804	3510	ATH/G/GYM	ATHLETIC		89.00			
			Invoice Net			89.00			
						CHECK TOTAL	89.00		-----
29812	MARKET BASKET	00001	11194417	INV	02/09/2017	ACCT2001540004-JAN17	272613		
	1 02016518 84902	2415	FAM/CONS S	FOOD SUPPL		641.37			
			Invoice Net			641.37			
						CHECK TOTAL	641.37		-----
20648	MATTERA, PETER J.	00000		INV	02/09/2017	AA-048	271926		
	1 02026635 83804	3510	ATH/G/BB	ATHLETIC		58.00			
			Invoice Net			58.00			
20648	MATTERA, PETER J.	00000		INV	02/09/2017	11743	271927		
	1 02026635 83804	3510	ATH/G/BB	ATHLETIC		58.00			
			Invoice Net			58.00			
20648	MATTERA, PETER J.	00000		INV	02/09/2017	11762	272916		
	1 02026635 83804	3510	ATH/G/BB	ATHLETIC		58.00			
			Invoice Net			58.00			
						CHECK TOTAL	174.00		-----
12897	THE MAY INSTITUTE INC.	00001	7715617	INV	02/09/2017	638920	272850		
	1 02456851 83201	9300	OOD RESIDE	TUITION		18,422.06			
			Invoice Net			18,422.06			
						CHECK TOTAL	18,422.06		-----
30959	MARIO JIMENEZ	00000	7705717	INV	02/09/2017	3430	272851		
	1 02816990 83301	3300	TRANS HOM	TRANS		600.00			
			Invoice Net			600.00			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 19  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	600.00		-----
72813	MCLEAN HOSPITAL					IN01094369	272429		
	1 02456848 83201	9300	00001 7714917	INV 02/09/2017		5,868.74			
			TUITION DY	TUITION		5,868.74			
			Invoice Net			IN01104218	272852		
72813	MCLEAN HOSPITAL					6,904.40			
	1 02456848 83201	9300	00001 7712117	INV 02/09/2017		6,904.40			
			TUITION DY	TUITION		IN01104234	272853		
			Invoice Net			6,904.40			
72813	MCLEAN HOSPITAL					IN01104247	272854		
	1 02456848 83201	9300	00001 7713317	INV 02/09/2017		6,904.40			
			TUITION DY	TUITION		6,904.40			
			Invoice Net			IN01104254	272855		
72813	MCLEAN HOSPITAL					6,904.40			
	1 02456848 83201	9300	00001 7721217	INV 02/09/2017		6,904.40			
			TUITION DY	TUITION		6,904.40			
			Invoice Net			CHECK TOTAL	33,486.34		-----
27995	MCTAGUE, PETER					11750	272446		
	1 02026622 83804	3510	00000	INV 02/09/2017		58.00			
			ATHL/BASKB	ATHLETIC		58.00			
			Invoice Net			CHECK TOTAL	58.00		-----
27022	MELLO, ROBERT					AA-047	271928		
	1 02026635 83804	3510	00000	INV 02/09/2017		58.00			
			ATH/G/BB	ATHLETIC		58.00			
			Invoice Net			11761	272917		
27022	MELLO, ROBERT					116.00			
	1 02026635 83804	3510	00000	INV 02/09/2017		116.00			
			ATH/G/BB	ATHLETIC		CHECK TOTAL	174.00		-----
			Invoice Net			MAR0000002758	272761		
26121	MIDAMERICA ADMINISTRAT					853.13			
	1 02636935 81730	5100	00002 700917	INV 02/09/2017		853.13			
			HUMAN RES/	PENSIONS		CHECK TOTAL	853.13		-----
			Invoice Net			3252	271653		
73548	MIDDLESEX PARTNERSHIPS					60.00			
	1 02366557 87301	2710	00002 11249017	INV 02/09/2017		60.00			
			WELLNES/HS	PROF AFFLI		CHECK TOTAL	60.00		-----
			Invoice Net			22384	272856		
22727	MILESTONES, INC.					4,437.41			
	1 02456848 83201	9300	00000 7713217	INV 02/09/2017		4,437.41			
			TUITION DY	TUITION		CHECK TOTAL	4,437.41		-----
			Invoice Net						

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 20  
apwarrrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32959 MITCHELL, DOUG		00000		INV	02/09/2017	11660	272918		
1 02026626 83804 3510		ATHL/HOCKE		ATHLETIC		58.00			
		Invoice Net				58.00			
				CHECK TOTAL		58.00			-----
32117 MONTILLO, FRANCESCA		00000 11319617	INV	02/09/2017		LIGHT + LAZY SOUPS	272944		
1 1336770 81112 6200		ADULT ED		INSTRUCT		315.00			
		Invoice Net				315.00			
				CHECK TOTAL		315.00			-----
26268 MSTCA		00001 11215117	INV	02/09/2017		INDOORTRACK1/13+1/28	272242		
1 02026627 83804 3510		ATHL/TRACK		ATHLETIC		120.00			
2 02026641 83804 3510		ATH/G/TRAC		ATHLETIC		120.00			
		Invoice Net				240.00			
				CHECK TOTAL		240.00			-----
32931 MYDOC PRODUCTIONS LLC		00001 11327417	INV	02/09/2017		280	272241		
1 1954 84000		HEALTH ED		MISC EXP		650.00			
		Invoice Net				650.00			
				CHECK TOTAL		650.00			-----
26196 NARDONE TOOFIG, PATRIC		00000 11192817	INV	02/09/2017		REIMB PRACTICUM	271862		
1 02636575 87106 2357		PROF DEV		Grad Cours		382.00			
		Invoice Net				382.00			
26196 NARDONE TOOFIG, PATRIC		00000 11192817	INV	02/09/2017		REIMB SPED LAW	271864		
1 02636575 87106 2357		PROF DEV		Grad Cours		765.00			
		Invoice Net				765.00			
26196 NARDONE TOOFIG, PATRIC		00000 11192817	INV	02/09/2017		REIMB ADV SEMINAR	271865		
1 02636575 87106 2357		PROF DEV		Grad Cours		765.00			
		Invoice Net				765.00			
26196 NARDONE TOOFIG, PATRIC		00000 7724517	INV	02/09/2017		REIMB MILEGE-JAN'17	272857		
1 02456839 87101 2315		TEAM CHAIR		BUS TRAVEL		62.06			
		Invoice Net				62.06			
				CHECK TOTAL		1,974.06			-----
20455 NASHOBA LEARNING GROUP		00000 7712217	INV	02/09/2017		011638	272858		
1 02456848 83201 9300		TUITION DY		TUITION		4,830.80			
		Invoice Net				4,830.80			
20455 NASHOBA LEARNING GROUP		00000 7712317	INV	02/09/2017		011637	272859		
1 02456848 83201 9300		TUITION DY		TUITION		4,830.80			
		Invoice Net				4,830.80			
				CHECK TOTAL		9,661.60			-----
32665 NORTHEAST CONFERENCE O		00000 11154217	INV	02/09/2017		1329	272454		
1 02516730 87202 2357		C&I WORLD		TRAINING		175.00			
		Invoice Net				175.00			
				CHECK TOTAL		175.00			-----

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 21  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
24518	NEVILLE, PAULA J.	00000	700117	INV	02/09/2017	170	272762		
	1 02606910 83101 1210	SUPER		PROF TECH		2,632.00			
		Invoice Net				2,632.00			
				CHECK TOTAL		2,632.00			-----
32905	NEW ENGLAND SIGN SUPPL	00000	11091717	INV	02/09/2017	555015	272763		
	1 02016507 83404 2430	SEC EDUC		PRINTING		162.41			
		Invoice Net				162.41			
				CHECK TOTAL		162.41			-----
24772	NEW ENGLAND ACADEMY,LL	00000	7716417	INV	02/09/2017	ARL117P	272430		
	1 02456848 83201 9300	TUITION DY		TUITION		6,158.60			
		Invoice Net				6,158.60			
24772	NEW ENGLAND ACADEMY,LL	00000	7717017	INV	02/09/2017	ARL117	272431		
	1 02456848 83201 9300	TUITION DY		TUITION		6,158.60			
		Invoice Net				6,158.60			
				CHECK TOTAL		12,317.20			-----
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799346	272195		
	1 03034309 835001	FOOD SERV		FOOD SERVI		132.02			
		Invoice Net				132.02			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799350	272196		
	1 03034309 835001	FOOD SERV		FOOD SERVI		37.79			
		Invoice Net				37.79			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799353	272197		
	1 03034309 835001	FOOD SERV		FOOD SERVI		64.08			
		Invoice Net				64.08			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799354	272198		
	1 03034309 835001	FOOD SERV		FOOD SERVI		63.53			
		Invoice Net				63.53			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799357	272199		
	1 03034309 835001	FOOD SERV		FOOD SERVI		51.30			
		Invoice Net				51.30			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799359	272200		
	1 03034309 835001	FOOD SERV		FOOD SERVI		76.82			
		Invoice Net				76.82			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799361	272201		
	1 03034309 835001	FOOD SERV		FOOD SERVI		76.86			
		Invoice Net				76.86			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	799362	272202		
	1 03034309 835001	FOOD SERV		FOOD SERVI		102.51			
		Invoice Net				102.51			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802172	272203		
	1 03034309 835001	FOOD SERV		FOOD SERVI		324.73			
		Invoice Net				324.73			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802176	272204		
	1 03034309 835001	FOOD SERV		FOOD SERVI		306.66			
		Invoice Net				306.66			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 22  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802177	272205		
	1 03034309 835001			FOOD SERV	FOOD SERVI	89.69			
				Invoice Net		89.69			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802180	272206		
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.08			
				Invoice Net		64.08			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802183	272207		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.51			
				Invoice Net		102.51			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802187	272208		
	1 03034309 835001			FOOD SERV	FOOD SERVI	38.48			
				Invoice Net		38.48			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802188	272209		
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.04			
				Invoice Net		64.04			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802194	272210		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.51			
				Invoice Net		102.51			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	802195	272211		
	1 03034309 835001			FOOD SERV	FOOD SERVI	140.94			
				Invoice Net		140.94			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804219	272212		
	1 03034309 835001			FOOD SERV	FOOD SERVI	279.55			
				Invoice Net		279.55			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804224	272213		
	1 03034309 835001			FOOD SERV	FOOD SERVI	299.84			
				Invoice Net		299.84			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804261	272214		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.47			
				Invoice Net		102.47			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804264	272215		
	1 03034309 835001			FOOD SERV	FOOD SERVI	89.73			
				Invoice Net		89.73			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804265	272216		
	1 03034309 835001			FOOD SERV	FOOD SERVI	63.53			
				Invoice Net		63.53			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804273	272217		
	1 03034309 835001			FOOD SERV	FOOD SERVI	128.07			
				Invoice Net		128.07			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804274	272219		
	1 03034309 835001			FOOD SERV	FOOD SERVI	25.61			
				Invoice Net		25.61			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804277	272220		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.47			
				Invoice Net		102.47			
16817	NEW ENGLAND ICE CREAM	00003	662617	INV	02/09/2017	804279	272221		
	1 03034309 835001			FOOD SERV	FOOD SERVI	179.33			
				Invoice Net		179.33			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 23  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	3,109.15		-----
29724	NEW ENGLAND TRANSIT SA	00000	7719317	INV	02/09/2017	IN171896	272432		
	1 02816970 84802 3300			TRANS ED	VEHICLE RE	127.97			
				Invoice Net		127.97			
						CHECK TOTAL	127.97		-----
28901	O'BRIEN, TIM	00000		INV	02/09/2017	11794	272920		
	1 02026622 83804 3510			ATHL/BASKE	ATHLETIC	80.00			
				Invoice Net		80.00			
						CHECK TOTAL	80.00		-----
32950	O'BRIEN, GARRY	00000		INV	02/09/2017	AA-050	272919		
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	58.00			
				Invoice Net		58.00			
						CHECK TOTAL	58.00		-----
26067	NCS PEARSON, INC	00001	11189417	INV	02/09/2017	11022320	272433		
	1 02456836 85102 2800			PSYCHOLOGI	TESTING	590.52			
				Invoice Net		590.52			
						CHECK TOTAL	590.52		-----
15561	PEARSON EDUCATION	00001	11242217	INV	02/09/2017	BK 83463654	271654		
	1 02306740 85106 2410			C&I ENGLIS	TEXTBOOKS	309.88			
				Invoice Net		309.88			
						CHECK TOTAL	309.88		-----
32960	PELLERIN, JOHN	00000		INV	02/09/2017	11655	272921		
	1 02026640 83804 3510			ATH/G/I.H.	ATHLETIC	80.00			
				Invoice Net		80.00			
32960	PELLERIN, JOHN	00000		INV	02/09/2017	11666	272922		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	58.00			
				Invoice Net		58.00			
						CHECK TOTAL	138.00		-----
30405	PEMBER, CARA	00000		INV	02/09/2017	11754	271929		
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	80.00			
				Invoice Net		80.00			
						CHECK TOTAL	80.00		-----
15550	PEPSI-COLA COMPANY	00000	663417	INV	02/09/2017	26132505	272951		
	1 03034309 835001			FOOD SERV	FOOD SERVI	414.10			
				Invoice Net		414.10			
15550	PEPSI-COLA COMPANY	00000	663417	INV	02/09/2017	26132515	272952		
	1 03034309 835001			FOOD SERV	FOOD SERVI	714.10			
				Invoice Net		714.10			
						CHECK TOTAL	1,128.20		-----



02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 24  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
15550 PEPSI-COLA COMPANY	1 03034309 835001	00000	663417	INV	02/09/2017	LF161018102424	272222		
				FOOD SERV	FOOD SERVI	16.99			
				Invoice Net		16.99			
						CHECK TOTAL	16.99		-----
15550 PEPSI-COLA COMPANY	1 03034309 835001	00000	663417	INV	02/09/2017	LF161118111766	272223		
				FOOD SERV	FOOD SERVI	4.53			
				Invoice Net		4.53			
						CHECK TOTAL	4.53		-----
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7715117	INV	02/09/2017	055776	272860		
				TUITION DY	TUITION	13,086.80			
				Invoice Net		13,086.80			
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7717217	INV	02/09/2017	055841	272861		
				TUITION DY	TUITION	13,086.80			
				Invoice Net		13,086.80			
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7720617	INV	02/09/2017	055844	272862		
				TUITION DY	TUITION	10,710.40			
				Invoice Net		10,710.40			
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7720717	INV	02/09/2017	JAN 2017-AV	272863		
				TUITION DY	TUITION	712.96			
				Invoice Net		712.96			
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7720817	INV	02/09/2017	055720	272864		
				TUITION DY	TUITION	13,153.60			
				Invoice Net		13,153.60			
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7720917	INV	02/09/2017	JAN 2017-EF	272865		
				TUITION DY	TUITION	2,198.88			
				Invoice Net		2,198.88			
73408 PERKINS SCHOOL FOR THE	1 02456848 83201 9300	00000	7723117	INV	02/09/2017	055755	272866		
				TUITION DY	TUITION	12,694.20			
				Invoice Net		12,694.20			
						CHECK TOTAL	65,643.64		-----
32961 PHILLIPS, WILLIAM	1 02026622 83804 3510	00000		INV	02/09/2017	11741	272923		
				ATHL/BASKB	ATHLETIC	80.00			
				Invoice Net		80.00			
						CHECK TOTAL	80.00		-----
31936 PIGEON, KENNY	1 02026635 83804 3510	00000		INV	02/09/2017	11744	272924		
				ATH/G/BB	ATHLETIC	80.00			
				Invoice Net		80.00			
						CHECK TOTAL	80.00		-----
73471 PLAY TIME, INC.	1 15123260 85103 3520	00000	11164817	INV	02/09/2017	32652	271655		
				AFT SCH	GENERAL	104.93			
				Invoice Net		104.93			
73471 PLAY TIME, INC.		00000	11164817	INV	02/09/2017	32663	271656		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 25  
apwarrnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 15123260 85103	3520	AFT SCH	GENERAL		53.88			
			Invoice Net			53.88			
73471 PLAY TIME, INC.	1 15123260 85103	3520	00000 11164817	INV 02/09/2017		32667	271657		
			AFT SCH	GENERAL		44.97			
			Invoice Net			44.97			
73471 PLAY TIME, INC.	1 15122260 85103	3520	00000 11164917	INV 02/09/2017		32651	271658		
			HARDY GEN	HARDY GEN		41.01			
			Invoice Net			41.01			
73471 PLAY TIME, INC.	1 15122260 85103	3520	00000 11164917	INV 02/09/2017		32654	271659		
			HARDY GEN	HARDY GEN		112.68			
			Invoice Net			112.68			
73471 PLAY TIME, INC.	1 15122260 85103	3520	00000 11164917	INV 02/09/2017		32658	271660		
			HARDY GEN	HARDY GEN		161.74			
			Invoice Net			161.74			
73471 PLAY TIME, INC.	1 15122260 85103	3520	00000 11164917	INV 02/09/2017		32662	271661		
			HARDY GEN	HARDY GEN		41.04			
			Invoice Net			41.04			
73471 PLAY TIME, INC.	1 15122260 85103	3520	00000 11164917	INV 02/09/2017		32670	271662		
			HARDY GEN	HARDY GEN		57.45			
			Invoice Net			57.45			
73471 PLAY TIME, INC.	1 15123260 85103	3520	00000 11164817	INV 02/09/2017		32678	272455		
			AFT SCH	GENERAL		29.85			
			Invoice Net			29.85			
			CHECK TOTAL			647.55			-----
73551 PRONSKI, KEVIN	1 02026626 83804	3510	00000	INV 02/09/2017		11675	272925		
			ATHL/HOCKE	ATHLETIC		58.00			
			Invoice Net			58.00			
			CHECK TOTAL			58.00			-----
73559 PSYCHIATRIC EDUC SVC	1 02456857 83101	2310	00001 7732217	INV 02/09/2017		13-01	271626		
			SPED CONTR	PROF TECH		125.00			
			Invoice Net			125.00			
73559 PSYCHIATRIC EDUC SVC	1 02456857 83101	2310	00001 7732217	INV 02/09/2017		13-03	271628		
			SPED CONTR	PROF TECH		150.00			
			Invoice Net			150.00			
73559 PSYCHIATRIC EDUC SVC	1 02456857 83101	2310	00001 7732217	INV 02/09/2017		13-05	272867		
			SPED CONTR	PROF TECH		100.00			
			Invoice Net			100.00			
73559 PSYCHIATRIC EDUC SVC	1 02456857 83101	2310	00001 7732217	INV 02/09/2017		13-06	272868		
			SPED CONTR	PROF TECH		175.00			
			Invoice Net			175.00			
			CHECK TOTAL			550.00			-----
14467 REALLY GOOD STUFF, INC	1 02216506 85103	2415	00001 11277717	INV 02/09/2017		5869416	272603		
			ELEM EDUC	INSTRUCT		89.81			
			Invoice Net			89.81			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 26  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	89.81		-----
24104	RIDE RITE MEDI-VAN, IN	00000	7722117	INV	02/09/2017	DEC.2016	272434		
	1 02816990 83301 3300		TRANS HOM	TRANS		1,200.00			
			Invoice Net			1,200.00			
						CHECK TOTAL	1,200.00		-----
23093	A. RUSSO & SONS, INC.	00000	11164317	INV	02/09/2017	306029	271663		
	1 15123260 84902 3520		AFT SCH	FOOD SUPPL		124.00			
			Invoice Net			124.00			
23093	A. RUSSO & SONS, INC.	00000	11165017	INV	02/09/2017	306894	271867		
	1 15122260 84902 3520		HARDY GEN	HARDY FOOD		221.00			
			Invoice Net			221.00			
23093	A. RUSSO & SONS, INC.	00000	11165017	INV	02/09/2017	309339	272764		
	1 15122260 84902 3520		HARDY GEN	HARDY FOOD		179.30			
			Invoice Net			179.30			
						CHECK TOTAL	524.30		-----
21862	RYAN, KATHLEEN M.	00000	11201017	INV	02/09/2017	REIMB MILEGE-JAN'17	272765		
	1 02126566 87101 2210		MMGT PRINC	BUS TRAVEL		14.45			
			Invoice Net			14.45			
						CHECK TOTAL	14.45		-----
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32066	272224		
	1 03034309 835001		FOOD SERV	FOOD SERVI		107.10			
			Invoice Net			107.10			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32067	272225		
	1 03034309 835001		FOOD SERV	FOOD SERVI		142.80			
			Invoice Net			142.80			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32068	272226		
	1 03034309 835001		FOOD SERV	FOOD SERVI		142.80			
			Invoice Net			142.80			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32069	272227		
	1 03034309 835001		FOOD SERV	FOOD SERVI		142.80			
			Invoice Net			142.80			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32070	272228		
	1 03034309 835001		FOOD SERV	FOOD SERVI		107.10			
			Invoice Net			107.10			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32071	272229		
	1 03034309 835001		FOOD SERV	FOOD SERVI		142.80			
			Invoice Net			142.80			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32072	272230		
	1 03034309 835001		FOOD SERV	FOOD SERVI		178.50			
			Invoice Net			178.50			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32508	272953		
	1 03034309 835001		FOOD SERV	FOOD SERVI		142.80			
			Invoice Net			142.80			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 27  
apwarrnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32509	272954		
	1 03034309 835001	FOOD SERV	FOOD SERVI			178.50			
		Invoice Net				178.50			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32510	272955		
	1 03034309 835001	FOOD SERV	FOOD SERVI			142.80			
		Invoice Net				142.80			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32511	272956		
	1 03034309 835001	FOOD SERV	FOOD SERVI			142.80			
		Invoice Net				142.80			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32512	272957		
	1 03034309 835001	FOOD SERV	FOOD SERVI			71.40			
		Invoice Net				71.40			
24874	SAL'S PIZZA	00000	662517	INV	02/09/2017	32513	272958		
	1 03034309 835001	FOOD SERV	FOOD SERVI			107.10			
		Invoice Net				107.10			
		CHECK TOTAL				1,749.30			-----
13868	SCHOOL HEALTH CORPORAT	00001	11051517	INV	02/09/2017	3243265-00	272018		
	1 02496554 85201 3200	HEALTH SRV	MED SUPPLY			179.48			
		Invoice Net				179.48			
		CHECK TOTAL				179.48			-----
73185	SCHOOL SPECIALTY, INC.	00006	65026917	INV	02/09/2017	208117730161	271664		
	1 0812017 85106 2410	TITLE I	TEXTBOOKS			262.72			
		Invoice Net				262.72			
73185	SCHOOL SPECIALTY, INC.	00006	65028317	INV	02/09/2017	308102666283	271665		
	1 02246506 85103 2415	ELEM EDUC	INSTRUCT			140.70			
		Invoice Net				140.70			
73185	SCHOOL SPECIALTY, INC.	00006	65028317	INV	02/09/2017	208117732865	271666		
	1 02246506 85103 2415	ELEM EDUC	INSTRUCT			18.72			
		Invoice Net				18.72			
73185	SCHOOL SPECIALTY, INC.	00006	65030117	INV	02/09/2017	308102666682	271667		
	1 02156506 85103 2415	ELEM EDUC	INSTRUCT			251.22			
		Invoice Net				251.22			
73185	SCHOOL SPECIALTY, INC.	00006	65031117	INV	02/09/2017	208117729148	271668		
	1 02216506 85103 2415	ELEM EDUC	INSTRUCT			22.84			
		Invoice Net				22.84			
73185	SCHOOL SPECIALTY, INC.	00006	65031217	INV	02/09/2017	208117729144	271669		
	1 02216506 85103 2415	ELEM EDUC	INSTRUCT			283.77			
		Invoice Net				283.77			
73185	SCHOOL SPECIALTY, INC.	00006	65031517	INV	02/09/2017	208117750841	271670		
	1 02396720 85103 2415	C&I MATH	INSTRUCT			91.10			
		Invoice Net				91.10			
73185	SCHOOL SPECIALTY, INC.	00006	65031617	INV	02/09/2017	208117750468	271671		
	1 02396720 85103 2415	C&I MATH	INSTRUCT			70.20			
		Invoice Net				70.20			
73185	SCHOOL SPECIALTY, INC.	00006	65019717	CRM	02/09/2017	208117438085	271712		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 28  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02216506 84201	2430	ELEM EDUC	OFFICE		-174.19			
			Invoice Net			-174.19			
73185	SCHOOL SPECIALTY, INC.	00006 65019717	INV	02/09/2017		208117484366	271713		
	1 02216506 84201	2430	ELEM EDUC	OFFICE		184.17			
			Invoice Net			184.17			
73185	SCHOOL SPECIALTY, INC.	00006 65031017	INV	02/09/2017		208117729805	272019		
	1 02126506 84201	2430	ELEM EDUC	OFFICE		11.72			
			Invoice Net			11.72			
73185	SCHOOL SPECIALTY, INC.	00006 65032017	INV	02/09/2017		208117770564	272020		
	1 15123245 84201	3520	AFT SCH	OFFICE		214.36			
			Invoice Net			214.36			
73185	SCHOOL SPECIALTY, INC.	00006 65031817	INV	02/09/2017		208117757717	272244		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		404.96			
			Invoice Net			404.96			
73185	SCHOOL SPECIALTY, INC.	00006 65016017	INV	02/09/2017		308102551956	272456		
	1 02096506 85103	2415	ELEM EDUC	INSTRUCT		106.50			
			Invoice Net			106.50			
73185	SCHOOL SPECIALTY, INC.	00006 65031717	INV	02/09/2017		308102674000	272457		
	1 02066506 85103	2415	ELEM EDUC	INSTRUCT		947.32			
			Invoice Net			947.32			
73185	SCHOOL SPECIALTY, INC.	00006 65031917	INV	02/09/2017		208117770541	272458		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		328.46			
			Invoice Net			328.46			
73185	SCHOOL SPECIALTY, INC.	00006 65032117	INV	02/09/2017		208117770561	272459		
	1 15122245 84201	3520	HARDY OFFI	HARDY OFFI		214.36			
			Invoice Net			214.36			
73185	SCHOOL SPECIALTY, INC.	00006 65032317	INV	02/09/2017		208117772938	272766		
	1 02126506 85103	2415	ELEM EDUC	INSTRUCT		350.80			
			Invoice Net			350.80			
73185	SCHOOL SPECIALTY, INC.	00006 65032417	INV	02/09/2017		208117785624	272945		
	1 02186506 84201	2430	ELEM EDUC	OFFICE		92.40			
			Invoice Net			92.40			
			CHECK TOTAL			3,822.13			-----
73818	SCHOOLS FOR CHILDREN,	00000 7710317	INV	02/09/2017		135083	272435		
	1 02816980 83301	3300	SPED/REIMB.	TRANS		1,175.00			
			Invoice Net			1,175.00			
73818	SCHOOLS FOR CHILDREN,	00000 7716617	INV	02/09/2017		135062	272438		
	1 02456848 83201	9300	TUITION DY	TUITION		6,177.20			
			Invoice Net			6,177.20			
73818	SCHOOLS FOR CHILDREN,	00000 7717617	INV	02/09/2017		135061	272439		
	1 02456848 83201	9300	TUITION DY	TUITION		6,177.20			
			Invoice Net			6,177.20			
73818	SCHOOLS FOR CHILDREN,	00000 7710317	INV	02/09/2017		135084	272870		
	1 02816980 83301	3300	SPED/REIMB.	TRANS		1,175.00			
			Invoice Net			1,175.00			
73818	SCHOOLS FOR CHILDREN,	00000 7715317	INV	02/09/2017		135007	272871		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 29  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
73818	1 02456848 83201 9300			TUITION DY	TUITION	7,605.20			
				Invoice Net		7,605.20			
	SCHOOLS FOR CHILDREN,	00000	7730317	INV	02/09/2017	135095	272873		
	1 02456848 83201 9300			TUITION DY	TUITION	7,230.00			
				Invoice Net		7,230.00			
				CHECK TOTAL		29,539.60			-----
30294	SCHULER, TIMOTHY	00000		INV	02/09/2017	11797	272926		
	1 02026622 83804 3510			ATHL/BASKB	ATHLETIC	40.00			
				Invoice Net		40.00			
				CHECK TOTAL		40.00			-----
22103	SEE, HARRY	00000		INV	02/09/2017	11733	271931		
	1 02026640 83804 3510			ATH/G/I.H.	ATHLETIC	80.00			
				Invoice Net		80.00			
				CHECK TOTAL		80.00			-----
73852	SEEM COLLABORATIVE	00000	7708617	INV	02/09/2017	64520	272440		
	1 02456848 83201 9400			TUITION DY	TUITION	6,190.20			
				Invoice Net		6,190.20			
73852	SEEM COLLABORATIVE	00000	7707817	INV	02/09/2017	64519	272875		
	1 02456848 83201 9400			TUITION DY	TUITION	5,658.80			
				Invoice Net		5,658.80			
73852	SEEM COLLABORATIVE	00000	7709017	INV	02/09/2017	64522	272876		
	1 02456848 83201 9400			TUITION DY	TUITION	5,658.80			
				Invoice Net		5,658.80			
				CHECK TOTAL		17,507.80			-----
13386	SHEA, BRENDA	00000		INV	02/09/2017	10302	272927		
	1 02026639 83804 3510			ATH/G/GYM	ATHLETIC	89.00			
				Invoice Net		89.00			
				CHECK TOTAL		89.00			-----
16021	SHEERAN, MICHAEL	00000		INV	02/09/2017	11728	271934		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	80.00			
				Invoice Net		80.00			
				CHECK TOTAL		80.00			-----
32014	SILVA, LISA	00000		INV	02/09/2017	11749	271932		
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	58.00			
				Invoice Net		58.00			
32014	SILVA, LISA	00000		INV	02/09/2017	11742	271933		
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	58.00			
				Invoice Net		58.00			
				CHECK TOTAL		116.00			-----
32899	SOUTHERN OREGON EDUCAT	00000	11189717	INV	02/09/2017	21197	272878		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 30  
apwarrnt

CASH ACCOUNT: 0000 1010

POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456800 85102	2720	PK-SPED	TESTING		160.00			
			Invoice Net			160.00			
						CHECK TOTAL	160.00		-----
23147 SPINALI, ANDREW			00000	INV	02/09/2017	11766	272928		
	1 02026626 83804	3510	ATHL/HOCKE	ATHLETIC		80.00			
			Invoice Net			80.00			
						CHECK TOTAL	80.00		-----
21507 STEWART, SUSAN			00000 11311117	INV	02/09/2017	REIM IMAGING CAMERAS	272243		
	1 14117108 85103	2420	THERMAL	MATERIALS		1,593.60			
			Invoice Net			1,593.60			
						CHECK TOTAL	1,593.60		-----
27240 TCI PRESS INC.			00000 11218617	INV	02/09/2017	84908	272767		
	1 1336775 83404	6200	SUMMER FUN	PRINTING		2,460.00			
			Invoice Net			2,460.00			
						CHECK TOTAL	2,460.00		-----
74149 TEACHER'S DISCOVERY			00001 11155317	INV	02/09/2017	97518	272460		
	1 02516730 85103	2415	C&I WORLD	INSTRUCT		828.23			
			Invoice Net			828.23			
						CHECK TOTAL	828.23		-----
31982 TEXAS SCHOOL FOR THE B			00000 11189517	INV	02/09/2017	9362	272441		
	1 02456860 85102	2720	SPED TEST	TESTING		34.50			
			Invoice Net			34.50			
						CHECK TOTAL	34.50		-----
22736 THURSTON FOODS, INC.			00000 662217	INV	02/09/2017	695963	272231		
	1 03034309 835001		FOOD SERV	FOOD SERVI		698.32			
			Invoice Net			698.32			
22736 THURSTON FOODS, INC.			00000 662217	INV	02/09/2017	699099	272232		
	1 03034309 835001		FOOD SERV	FOOD SERVI		1,250.44			
			Invoice Net			1,250.44			
22736 THURSTON FOODS, INC.			00000 662217	INV	02/09/2017	697696	272233		
	1 03034309 835001		FOOD SERV	FOOD SERVI		697.55			
			Invoice Net			697.55			
22736 THURSTON FOODS, INC.			00000 662217	INV	02/09/2017	699098	272234		
	1 03034309 835001		FOOD SERV	FOOD SERVI		533.67			
			Invoice Net			533.67			
22736 THURSTON FOODS, INC.			00000 11194517	INV	02/09/2017	697694	272605		
	1 02016518 85103	2415	FAM/CONS S	INSTRUCT		127.81			
			Invoice Net			127.81			
						CHECK TOTAL	3,307.79		-----
28130 TOMASZEWSKI, CHARLES			00000	INV	02/09/2017	11726	271935		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 31  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	60.00			
	2 02026640 83804 3510			ATH/G/I.H.	ATHLETIC	60.00			
				Invoice Net		120.00			
28130	TOMASZEWSKI, CHARLES	00000		INV	02/09/2017	11765	271936		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	60.00			
				Invoice Net		60.00			
28130	TOMASZEWSKI, CHARLES	00000		INV	02/09/2017	11693	271938		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	60.00			
	2 02026640 83804 3510			ATH/G/I.H.	ATHLETIC	60.00			
				Invoice Net		120.00			
				CHECK TOTAL		300.00			-----
31641	LEXINGTON TOYOTA	00000	7732617	INV	02/09/2017	456880	272848		
	1 02816970 84802 3300			TRANS ED	VEHICLE RE	756.58			
				Invoice Net		756.58			
				CHECK TOTAL		756.58			-----
20207	TRANT, ED	00000		INV	02/09/2017	11674	272929		
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	58.00			
				Invoice Net		58.00			
				CHECK TOTAL		58.00			-----
14336	UNITED RESTAURANT EQUI	00000	663717	INV	02/09/2017	51237	272235		
	1 03034309 865600			FOOD SERV	FOOD SERV/	175.70			
				Invoice Net		175.70			
14336	UNITED RESTAURANT EQUI	00000	663717	INV	02/09/2017	51277	272959		
	1 03034309 865600			FOOD SERV	FOOD SERV/	298.50			
				Invoice Net		298.50			
				CHECK TOTAL		474.20			-----
31959	VAN VOORHIES, SANDRA	00000	7703817	INV	02/09/2017	TVI SVCS 1/4-1/27/17	272442		
	1 02456830 83101 2320			SPED/MEDS	PROF TECH	240.00			
				Invoice Net		240.00			
				CHECK TOTAL		240.00			-----
32947	VAN WERT, PETE	00000		INV	02/09/2017	REFUND-CLASS CANCELL	272946		
	1 1336770 7290 6200			ADULT ED	COMM ED	112.00			
				Invoice Net		112.00			
				CHECK TOTAL		112.00			-----
11037	VOCELL BUS COMPANY	00000	11214317	INV	02/09/2017	BOYS 1/19-1/20/17	271672		
	1 02026985 83301 3510			ATH/B/TRAN	TRANS	1,156.00			
				Invoice Net		1,156.00			
11037	VOCELL BUS COMPANY	00000	11214417	INV	02/09/2017	GIRLS 1/19/1-20/17	271673		
	1 02026986 83301 3510			ATH/G/TRAN	TRANS	479.00			
				Invoice Net		479.00			
11037	VOCELL BUS COMPANY	00000	11214317	INV	02/09/2017	BOYS-1/23-1/28/17	272245		



02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 32  
apwarrnt

CASH ACCOUNT: 0000 1010 POOLED CASH

WARRANT: 17129 02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02026985 83301 3510	ATH/B/TRAN		TRANS		1,338.00			
		Invoice Net				1,338.00			
11037	VOCELL BUS COMPANY	00000 11214417	INV	02/09/2017		GIRLS 1/23-1/28/17	272246		
	1 02026986 83301 3510	ATH/G/TRAN		TRANS		479.00			
		Invoice Net				479.00			
						CHECK TOTAL	3,452.00		-----
13234	W. B. MASON CO., INC.	00001 612917	INV	02/09/2017		I41135554	271674		
	1 02696925 84201 1410	PAYROLL		OFFICE		101.07			
		Invoice Net				101.07			
13234	W. B. MASON CO., INC.	00001 11234417	INV	02/09/2017		I41139004	271870		
	1 02156506 84201 2430	ELEM EDUC		OFFICE		611.57			
		Invoice Net				611.57			
13234	W. B. MASON CO., INC.	00001 11091017	INV	02/09/2017		I41215116	271872		
	1 02016563 84201 2430	LIBRARY/ME		OFFICE		65.99			
		Invoice Net				65.99			
13234	W. B. MASON CO., INC.	00001 11303617	INV	02/09/2017		I41217968	271873		
	1 1336765 88501 6200	GEN ADMIN		FURNITURE		389.70			
		Invoice Net				389.70			
13234	W. B. MASON CO., INC.	00001 11218317	INV	02/09/2017		I41215280	271875		
	1 1336765 84201 6200	GEN ADMIN		OFFICE		189.20			
		Invoice Net				189.20			
13234	W. B. MASON CO., INC.	00001 692517	INV	02/09/2017		I41215060	271877		
	1 18406920 84201 2430	REVOLV/AD		OFFICE		40.97			
		Invoice Net				40.97			
13234	W. B. MASON CO., INC.	00001 692617	CRM	02/09/2017		CR3617752	271878		
	1 02666920 84201 1410	BUS OFFICE		OFFICE		-91.39			
		Invoice Net				-91.39			
13234	W. B. MASON CO., INC.	00001 692617	INV	02/09/2017		I39196953	271881		
	1 02666920 84201 1410	BUS OFFICE		OFFICE		31.88			
		Invoice Net				31.88			
13234	W. B. MASON CO., INC.	00001 692617	INV	02/09/2017		I39495925	271885		
	1 02666920 84201 1410	BUS OFFICE		OFFICE		13.99			
		Invoice Net				13.99			
13234	W. B. MASON CO., INC.	00001 692617	INV	02/09/2017		I40020638	271886		
	1 02666920 84201 1410	BUS OFFICE		OFFICE		15.82			
		Invoice Net				15.82			
13234	W. B. MASON CO., INC.	00001 692617	INV	02/09/2017		I41215257	271887		
	1 02666920 84201 1410	BUS OFFICE		OFFICE		66.15			
		Invoice Net				66.15			
13234	W. B. MASON CO., INC.	00001 692617	INV	02/09/2017		I41297877	272247		
	1 02666920 84201 1410	BUS OFFICE		OFFICE		42.50			
		Invoice Net				42.50			
13234	W. B. MASON CO., INC.	00001 612917	INV	02/09/2017		I41394299	272619		
	1 02696925 84201 1410	PAYROLL		OFFICE		34.05			
		Invoice Net				34.05			
13234	W. B. MASON CO., INC.	00001 11317417	INV	02/09/2017		I41400687	272621		

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 33  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02486745 84201 2430	C&I SOC ST	OFFICE			160.72			
		Invoice Net				160.72			
13234 W. B. MASON CO., INC.	00001 11323117 INV 02/09/2017					I41419008	272622		
1 02066506 85101 2430	ELEM EDUC REPRO SUPP					1,179.60			
	Invoice Net					1,179.60			
13234 W. B. MASON CO., INC.	00001 11278217 INV 02/09/2017					I41395067	272624		
1 02216506 85101 2430	ELEM EDUC REPRO SUPP					1,179.60			
	Invoice Net					1,179.60			
13234 W. B. MASON CO., INC.	00001 7706217 INV 02/09/2017					I41295255	272881		
1 02456806 84201 2430	SPED ADM M OFFICE					252.12			
	Invoice Net					252.12			
	CHECK TOTAL					4,283.54			-----
13184 WAKEFIELD HIGH ATHLETI	00001 11308717 INV 02/09/2017					WREST OPEN 1/28/17	272021		
1 02026634 83804 3510	ATH/WRESTL ATHLETIC					300.00			
	Invoice Net					300.00			
	CHECK TOTAL					300.00			-----
30295 WALSH, TOM	00000 INV 02/09/2017					11793	272930		
1 02026622 83804 3510	ATHL/BASKB ATHLETIC					80.00			
	Invoice Net					80.00			
	CHECK TOTAL					80.00			-----
25704 WALSH, MICHAEL E.	00000 INV 02/09/2017					11748	271940		
1 02026635 83804 3510	ATH/G/BB ATHLETIC					58.00			
	Invoice Net					58.00			
	CHECK TOTAL					58.00			-----
32944 WANAMAKER, JAIME	00000 7733017 INV 02/09/2017					REIMB MILEGE-JAN'17	272879		
1 02816975 83301 3300	SPED TRANS TRANS					35.64			
	Invoice Net					35.64			
	CHECK TOTAL					35.64			-----
74469 WANAMAKER HARDWARE	00000 11305317 INV 02/09/2017					140704	271675		
1 201 84000	GILBERT & MISC					97.16			
	Invoice Net					97.16			
	CHECK TOTAL					97.16			-----
74469 WANAMAKER HARDWARE	00000 11305317 INV 02/09/2017					139479	272616		
1 201 84000	GILBERT & MISC					4.82			
	Invoice Net					4.82			
	CHECK TOTAL					4.82			-----
16308 WHITE, STEVEN	00000 INV 02/09/2017					11734	271941		
1 02026640 83804 3510	ATH/G/I.H. ATHLETIC					80.00			
	Invoice Net					80.00			
	CHECK TOTAL					80.00			-----

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

P 34  
apwarnt

CASH ACCOUNT: 0000

1010

POOLED CASH

WARRANT: 17129

02/09/2017

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
31021 WILLIAMS, BRIAN		00000		INV	02/09/2017	11760	271942		
1 02026634 83804 3510		ATH/WRESTL		ATHLETIC		85.00			
		Invoice Net				85.00			
				CHECK TOTAL			85.00		-----
20866 WILLOW HILL SCHOOL		00000	7713617	INV	02/09/2017	LG-17-5	272883		
1 02456848 83201 9300		TUITION DY		TUITION		2,880.80			
		Invoice Net				2,880.80			
				CHECK TOTAL			2,880.80		-----
74560 WILSON LANGUAGE TRAINI		00001	11314217	INV	02/09/2017	1667827	272617		
1 0812017 85106 2410		TITLE I		TEXTBOOKS		317.52			
		Invoice Net				317.52			
				CHECK TOTAL			317.52		-----
=====						=====			
389 INVOICES				WARRANT TOTAL		571,599.37	571,599.37	=====	
=====						=====			

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY WARRANT SUMMARY

P 35  
apwarnt

WARRANT: 17129 02/09/2017

FUND ORG		ACCOUNT		AMOUNT		AVL B BUDGET
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-83404	-2430	REPRODUCTION/PRINTING 514.35 9,134.26
0200	02016518	FAMILY/CONSUMER SC	0200-3-01	-6518-01-10-5-01-84902	-2415	FOOD SUPPLIES 868.77 -9,000.00
0200	02016518	FAMILY/CONSUMER SC	0200-3-01	-6518-01-10-5-01-85103	-2415	INSTRUCTIONAL MATERIAL 127.81 134.95
0200	02016563	LIBRARY/MEDIA	0200-3-01	-6563-01-10-5-01-84201	-2430	OFFICE SUPPLIES 65.99 2,307.10
0200	02016563	LIBRARY/MEDIA	0200-3-01	-6563-01-10-5-01-85106	-2410	TEXTBOOKS BOOKS PERIOD 500.45 5,996.25
0200	02016575	PROFESSIONAL DEVEL	0200-3-01	-6575-01-10-5-00-87202	-2357	TRAINING EDUC CONF & A 218.50 -4,533.73
0200	02026620	ATHLETICS/ADMIN	0200-3-02	-6620-01-24-9-00-83804	-3510	ATHLETIC SERVICES 75.00 .00
0200	02026622	ATHLETICS/BOYS BAS	0200-3-02	-6622-01-24-5-00-83804	-3510	ATHLETIC SERVICES 650.00 .00
0200	02026626	ATHLETICS/ICE HOCK	0200-3-02	-6626-01-24-5-00-83804	-3510	ATHLETIC SERVICES 1,435.00 .00
0200	02026627	ATHLETICS/INDOOR T	0200-3-02	-6627-01-24-5-00-83804	-3510	ATHLETIC SERVICES 120.00 .00
0200	02026634	ATHLETICS/BOYS WRE	0200-3-02	-6634-01-24-5-00-83804	-3510	ATHLETIC SERVICES 385.00 .00
0200	02026635	ATHLETICS/GIRLS BA	0200-3-02	-6635-01-24-5-00-83804	-3510	ATHLETIC SERVICES 1,228.00 .00
0200	02026639	ATHLETICS/GIRLS GY	0200-3-02	-6639-01-24-5-00-83804	-3510	ATHLETIC SERVICES 267.00 .00
0200	02026640	ATHLETICS/GIRLS IC	0200-3-02	-6640-01-24-5-00-83804	-3510	ATHLETIC SERVICES 715.00 .00
0200	02026641	ATHLETIC S/GIRLS I	0200-3-02	-6641-01-24-5-00-83804	-3510	ATHLETIC SERVICES 120.00 .00
0200	02026985	ATHLETICS/TRANS/BO	0200-3-02	-6985-01-24-5-00-83301	-3510	CONTRACTED TRANSPORTAT 2,494.00 .00
0200	02026986	ATHLETICS/TRANS/GI	0200-3-02	-6986-01-24-5-00-83301	-3510	CONTRACTED TRANSPORTAT 958.00 9,333.91
0200	02036507	SECONDARY EDUCATIO	0200-3-03	-6507-03-01-4-01-84201	-2430	OFFICE SUPPLIES 91.55 2,559.21
0200	02036507	SECONDARY EDUCATIO	0200-3-03	-6507-03-01-4-01-85101	-2430	REPRO PAPER TONER SUPP 771.36 -1,467.02
0200	02066506	ELEMENTARY EDUCATI	0200-3-06	-6506-06-01-3-00-85101	-2430	REPRO PAPER TONER SUPP 1,179.60 3,291.18
0200	02066506	ELEMENTARY EDUCATI	0200-3-06	-6506-06-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL 1,222.65 -6,008.47
0200	02096506	ELEMENTARY EDUCATI	0200-3-09	-6506-09-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL 106.50 -273.33
0200	02126506	ELEMENTARY EDUCATI	0200-3-12	-6506-12-01-3-00-84201	-2430	OFFICE SUPPLIES 11.72 1,603.57
0200	02126506	ELEMENTARY EDUCATI	0200-3-12	-6506-12-01-3-00-85101	-2430	REPRO PAPER TONER SUPP 792.37 3,711.28
0200	02126506	ELEMENTARY EDUCATI	0200-3-12	-6506-12-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL 350.80 -618.61
0200	02126566	MMGT SUPER PRINCIP	0200-3-12	-6566-12-01-3-00-87101	-2210	BUSINESS TRAVEL 14.45 -100.00
0200	02156506	ELEMENTARY EDUCATI	0200-3-15	-6506-15-01-3-00-84201	-2430	OFFICE SUPPLIES 874.52 2,886.82
0200	02156506	ELEMENTARY EDUCATI	0200-3-15	-6506-15-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL 251.22 -1,699.46
0200	02186506	ELEMENTARY EDUCATI	0200-3-18	-6506-18-01-3-00-84201	-2430	OFFICE SUPPLIES 92.40 862.27
0200	02216506	ELEMENTARY EDUCATI	0200-3-21	-6506-21-01-3-00-84201	-2430	OFFICE SUPPLIES 9.98 859.84
0200	02216506	ELEMENTARY EDUCATI	0200-3-21	-6506-21-01-3-00-85101	-2430	REPRO PAPER TONER SUPP 1,676.30 197.57
0200	02216506	ELEMENTARY EDUCATI	0200-3-21	-6506-21-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL 396.42 5,020.12
0200	02216506	ELEMENTARY EDUCATI	0200-3-21	-6506-21-01-3-00-85106	-2410	STRATON/TEXTBOOKS 1,550.00 -369.67
0200	02216566	MMGT SUPER PRINCIP	0200-3-21	-6566-21-01-3-00-84201	-2430	OFFICE SUPPLIES 299.90 -299.90
0200	02246506	ELEMENTARY EDUCATI	0200-3-24	-6506-24-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL 892.84 -239.31
0200	02296581	READING INTERVENTI	0200-3-29	-6581-29-32-3-06-85103	-2415	INSTRUCTIONAL MATERIAL 423.50 11,512.96
0200	02306740	C&I ENGLISH	0200-3-30	-6740-30-01-5-01-85106	-2410	TEXTBOOKS BOOKS PERIOD 939.88 14,131.22
0200	02366557	HEALTH/WEELLNESS/HS	0200-3-36	-6557-01-67-5-00-87301	-2710	PROFESSIONAL AFFLIATIO 60.00 -5,252.52
0200	02396720	C&I MATH	0200-3-39	-6720-01-10-9-00-85102	-2720	TESTING MATERIALS 391.00 374.00
0200	02396720	C&I MATH	0200-3-39	-6720-01-10-9-00-85103	-2415	INSTRUCTIONAL MATERIAL 161.30 -59,089.46
0200	02426715	C&I SCIENCE	0200-3-42	-6715-01-10-9-00-85103	-2415	INSTRUCTIONAL MATERIAL 262.17 6,043.45
0200	02456575	SPED/PROF DEV	0200-3-45	-6575-36-02-3-00-87202	-2357	TRAINING EDUC CONF & A 450.00 .00
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-84201	-2430	OFFICE SUPPLIES 25.90 -222.30
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-85102	-2720	TESTING MATERIALS 160.00 2,659.60
0200	02456803	SPED TUTOR/C.S.	0200-3-45	-6803-36-02-9-00-83101	-2310	PROFESSIONAL TECH SERV 1,212.50 .00
0200	02456806	SPED ADM MGMT SERV	0200-3-45	-6806-01-02-9-00-84201	-2430	OFFICE SUPPLIES 252.12 855.18
0200	02456809	SPED/H.S. TEXTS	0200-3-45	-6809-01-02-5-00-85103	-2415	INSTRUCTIONAL MATERIAL 792.00 .00
0200	02456815	SPED/CONSULT/COACH	0200-3-45	-6815-36-23-9-00-84902	-2430	FOOD 92.83 .00
0200	02456821	SPED/CLINICAL SUPE	0200-3-45	-6821-36-02-9-00-81201	-2320	TEMP SALARIES PROFESSI 7.70 .00

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY WARRANT SUMMARY

P 36  
apwarrrt

WARRANT: 17129 02/09/2017

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02456821	SPED/CLINICAL SUPE 0200-3-45 -6821-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV 15,454.24	.00
0200	02456830	SPED/MEDICAL 0200-3-45 -6830-36-23-9-00-83101 -2320	PROFESSIONAL TECH SERV 2,222.50	.00
0200	02456836	PSYCHOLOGISTS 0200-3-45 -6836-01-02-9-00-85102 -2800	TESTING MATERIALS 590.52	12,604.95
0200	02456839	TEAM CHAIR TEMP SA 0200-3-45 -6839-36-02-9-00-87101 -2315	BUSINESS TRAVEL 141.65	.00
0200	02456842	ADAPTIVE TECHNOLOGY 0200-3-45 -6842-45-02-9-06-85110 -2420	INSTRUCTION EQUIPMENT 3,135.00	1,052.78
0200	02456848	OUT OF DISTRICT TU 0200-3-45 -6848-45-02-9-05-83201 -9300	OUT OF DISTRICT/DAY TU 313,483.11	-2,375,834.42
0200	02456848	OUT OF DISTRICT TU 0200-3-45 -6848-45-02-9-05-83201 -9400	SPED LABB TUITION 34,861.00	231,994.92
0200	02456851	OUT OF DISTRICT RE 0200-3-45 -6851-36-23-9-00-83201 -9300	TUITION OTHER SCHOOLS 110,542.28	.00
0200	02456857	SPED CONTRACTED SE 0200-3-45 -6857-45-02-9-05-83101 -2310	PROFESSIONAL TECH SERV 1,925.00	22,396.25
0200	02456857	SPED CONTRACTED SE 0200-3-45 -6857-45-02-9-05-83101 -2330	PROFESSIONAL TECH SERV 916.13	11,394.00
0200	02456860	SPED TESTING ASSES 0200-3-45 -6860-45-02-9-05-85102 -2720	TESTING MATERIALS 413.00	2,087.00
0200	02486745	C&I SOCIAL STUDIES 0200-3-48 -6745-01-10-9-00-84201 -2430	OFFICE SUPPLIES 160.72	953.01
0200	02496554	HEALTH SERVICES/NU 0200-3-49 -6554-01-10-9-00-85201 -3200	MEDICAL SURGICAL SUPPL 179.48	-6,297.57
0200	02516730	C&I WORLD LANGUAGE 0200-3-51 -6730-01-10-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 956.08	977.53
0200	02516730	C&I WORLD LANGUAGE 0200-3-51 -6730-01-10-9-00-87202 -2357	TRAINING EDUC CONF & A 175.00	-3,937.00
0200	02606910	SUPERINTENDENT 0200-3-60 -6910-01-29-9-00-83101 -1210	PROFESSIONAL TECH SERV 3,822.00	-9,508.62
0200	02606910	SUPERINTENDENT 0200-3-60 -6910-01-29-9-00-85806 -1210	MISC SUPPLIES 49.21	215.00
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 197.60	.00
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-85106 -2357	TEXTBOOKS BOOKS PERIOD 97.80	.00
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-87106 -2357	Graduate Course Reimbu 1,912.00	.00
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-87202 -2357	TRAINING EDUC CONF & A 995.00	.00
0200	02636935	HUMAN RESOURCES/PR 0200-3-63 -6935-34-09-9-00-81730 -5100	PENSIONS 853.13	.00
0200	02666920	BUSINESS OFFICE 0200-3-66 -6920-01-24-9-07-84201 -1410	OFFICE SUPPLIES 78.95	1,385.39
0200	02696925	PAYROLL 0200-3-69 -6925-01-64-9-00-84201 -1410	OFFICE SUPPLIES 135.12	1,426.54
0200	02816970	TRANSPORTATION REG 0200-3-81 -6970-49-10-9-00-84802 -3300	MOTOR VEHICLE REPAIR 1,725.93	62,662.34
0200	02816975	TRANSPORTATION SPE 0200-3-81 -6975-49-02-9-09-83301 -3300	CONTRACTED TRANSPORTAT 35.64	-5,162.00
0200	02816980	SPED/MILEAGE REIMB 0200-3-81 -6980-36-02-9-00-83301 -3300	CONTRACTED TRANSPORTAT 3,750.00	.00
0200	02816990	TRANSPORTATION HOM 0200-3-81 -6990-49-07-9-09-83301 -3300	CONTRACTED TRANSPORTAT 8,002.92	-29,940.00
FUND TOTAL			533,369.36	
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835000-	FOOD SERV/SW SUPPLIES 3,865.05	-47,000.00
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835001-	FOOD SERV/SW FOOD 19,582.72	-573,916.47
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-865600-	FOOD SERV/SW EQUIPMENT 474.20	-10,747.41
FUND TOTAL			23,921.97	
0770	0772017	LANGUAGE INSTRUCTI 0770-3-2300-2017-45-03-9-NM-85103 -2410	INSTRUCTIONAL MATERIAL 2,084.08	1,832.92
FUND TOTAL			2,084.08	
0810	0812017	TITLE I DISTRIBUTI 0810-3-1000-2017-45-36-3-NM-85106 -2410	TEXTBOOKS BOOKS PERIOD 580.24	5,517.17
FUND TOTAL			580.24	
1330	1336765	COMM ED GENERAL AD 1330-3-2731-6765-01-40-7-NM-84201 -6200	OFFICE SUPPLIES 1,189.20	-19,513.81
1330	1336765	COMM ED GENERAL AD 1330-3-2731-6765-01-40-7-NM-88501 -6200	FURNITURE & EQUIPMENT 389.70	-779.40
1330	1336770	COMM ED ADULT EDUC 1330-3-2731-6770-01-40-7-NM-7290 -6200	TUITION 112.00	.00
1330	1336770	COMM ED ADULT EDUC 1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES 630.00	87,651.10

02/08/2017 16:55  
swalenski

TOWN OF ARLINGTON  
PRELIMINARY WARRANT SUMMARY

P 37  
apwarrnt

WARRANT: 17129 02/09/2017

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
1330 1336775	COMM ED SUMMER FUN 1330-3-2731-6775-01-40-7-NM-83404 -6200	REPRODUCTION/PRINTING 2,460.00	-38,515.66
	FUND TOTAL	4,780.90	
1410 14117108	THERMAL IMAGING 1410-3-42 -SG -03-79-4-NM-85103 -2420	MATERIALS 1,593.60	149.40
	FUND TOTAL	1,593.60	
1512 15122245	HARDY OFFICE SUPPL 1512-3-2300-0025-15-4 -3-NM-84201 -3520	HARDY OFFICE SUPPLIES 214.36	.00
1512 15122260	HARDY GENERAL SUPP 1512-3-2300-0025-15-5 -3-NM-84902 -3520	HARDY FOOD 605.80	-22,864.56
1512 15122260	HARDY GENERAL SUPP 1512-3-2300-0025-15-5 -3-NM-85103 -3520	HARDY GENERAL SUPPLIES 413.92	-5,994.40
1512 15123245	THOMPSON AFTER SCH 1512-3-2300-OR -15-5 -3-NM-84201 -3520	THOMPSON OFFICE SUPPLI 214.36	-825.05
1512 15123260	THOMPSON AFTER SCH 1512-3-2300-OR -15-6 -3-NM-84902 -3520	THOMPSON FOOD SUPPLIES 277.66	-22,346.53
1512 15123260	THOMPSON AFTER SCH 1512-3-2300-OR -15-6 -3-NM-85103 -3520	THOMPSON GENERAL SUPPL 233.63	-5,658.98
	FUND TOTAL	1,959.73	
1540 154	YELLOW SCH BUS GRA 1540-3-2739-OR -33-60-9-NM-8300 -	Yellow School Bus/Peir 200.00	.00
	FUND TOTAL	200.00	
1840 18406920	REVOLV/ADVERT/SCHS 1840-3-57 -6920-69-24-9-00-84201 -2430	REVOLVING OFFICE SUPPL 40.97	-1,882.07
	FUND TOTAL	40.97	
1950 1952	TRANSCRIPTS 1950-3-0046-OR -69-10-0-NM-84000 -	MISC EXPENSES 7.77	-8,241.78
1950 1954	HEALTH ED 1950-3-0034-OR -69-10-0-NM-84000 -	MISC EXPENSES 1,400.00	-400.00
1950 1955	PE SURVIVAL 1950-3-3520-OR -69-10-0-00-84000 -	MISC EXPENSES 1,127.07	-1,370.95
	FUND TOTAL	2,534.84	
2000 200	JAZZ BAND 2000-3-3520-OR -69-31-0-NM-84000 -	MISC 431.70	-2,000.00
	FUND TOTAL	431.70	
2010 201	GILBERT & SULLIVAN 2010-3-0056-OR -69-31-0-NM-84000 -	MISC 101.98	-14,010.00
	FUND TOTAL	101.98	
=====			
WARRANT SUMMARY TOTAL		571,599.37	
=====			
GRAND TOTAL		571,599.37	
=====			

\*\* END OF REPORT - Generated by Steve Walenski \*\*

***Arlington School Committee  
School Committee Special Meeting  
Tuesday, February 14, 2017  
4:00 PM***

***Arlington High School  
School Committee Room  
869 Mass Avenue, 6th Floor  
Arlington, MA 02476***

*Present: Ms. Jennifer Susse, Chair, Mr. Hayner, Secretary, Mr. Schlichtman, and Dr. Allison-Ampe, School Committee members*

*Kathleen Bodie, Ed.D. Superintendent and Karen Fitzgerald, Administrative Assistant*

***Open Meeting***

*Ms. Susse welcomed everyone at 4:00 PM and explained why we were meeting due to a snow storm last week which cancelled the regular school committee meeting. The reason for meeting today is that tomorrow, February 15; MSBA is holding a meeting and hopefully vote Arlington into feasibility study for module 2 and 3. Dr. Bodie is creating a building committee team to hold meetings soon to go over all the details and vote the Operators Project Manager (OPM), design and then feasibility study.*

***School Committee to Vote Approval of MSBA Feasibility Study***

***Mr. Hayner moved That Adam Chapdelaine, the Arlington Town Manager, to any and all extent required by the Town Manager Act, is hereby authorized to enter into, sign the Massachusetts School Building Authority Feasibility Study Agreement for Arlington High School (MSBA Project No. 201500100505) and bind the Town of Arlington and Arlington Public Schools to all its terms and conditions; and in conjunction with the Town Manager hereby authorizes any binding decisions on behalf of the Town and the Arlington Public Schools, as outlined in the terms and conditions of the Feasibility Study Agreement, seconded by Mr. Schlichtman.***

***Voted: 4-0***

***Mr. Hayner authorizes the chair of the school Committee, Ms. Susse to sign the letter to Massachusetts School Building Authority to enter the Feasibility Study Agreement for Arlington High School, seconded by Mr. Schlichtman.***

***Voted; 4-0***

***New Business***

***Mr. Hayner moved to hold a Special School Committee meeting on Thursday February 16, 2017 at 7:00 PM., seconded by Dr. Allison-Ampe.***

***Voted: 4-0***

Consent Agenda

**Mr. Hayner moved to approve all items listed:**

**Approval of Warrant: Approval of Warrant #17116, Total Warrant Amount \$422,205.42 Dated 1/26/2017. Approval of Minutes: Approval of School Committee Regular Meeting, Thursday, January 12, 2017 and January 26, 2017. Approval of AHS Model Congress Trip, April 2018. Penn State University, Approval of AHS MMEA All State Choir, Band and Orchestra Festival March 9-11, Boston, MA, seconded by Mr. Schlichtman. Voted: 4-0**

Adjournment

**Mr. Hayner moved to adjourn at 4:08 pm, seconded by Mr. Schlichtman.**

**Voted; 4-0**

Respectfully submitted by  
Karen Fitzgerald  
Administrative Assistant  
Arlington School Committee



**Arlington Public Schools**  
**Student Out of State and Travel Abroad Application**

Today's Date

January 23rd, 2017

Trip Leader Name

Cassandra Mea  
Latin Teacher, Arlington High School  
908-405-2855  
cmea@arlington.k12.ma.us

Trip Destination: City(s)/Country

Rome, Pompeii, Herculaneum and Sorrento - Italy

Dates of Trip

Departing Thursday, February 15, 2018  
Students are dropped off by parents at Boston Logan Airport  
Returning Thursday, February 22, 2018  
Students are picked up by parents at Boston Logan Airport

Purpose of Trip (check all that apply)

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> <b>Cultural</b>  | <input type="checkbox"/> <b>Educational</b> | <input type="checkbox"/> Home Stay |
| <input type="checkbox"/> Sister City      | <input type="checkbox"/> Student Exchange   |                                    |
| <input type="checkbox"/> Other (describe) |   |                                    |

Itinerary (attach additional documents as necessary)

Detailed trip itinerary is attached.

**Describe the educational purpose and value of the trip?**

Students participating in this trip will be primarily students who are currently studying Latin. These students will be learning about Rome, the ancient capital city of the Roman Empire. They will be able to see where and how the Romans lived. They will physically be able to walk where Cicero, Augustus, Marcus Aurelius and other amazing men and women have walked. They will be able use their Latin abilities to decipher the many Latin inscriptions which still remain in and around the city.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

Students will miss 1-2 days of school. All students will be required to notify teachers in advance and will be responsible for making up any missed assignments and assessments.

**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

Priority will go to students currently enrolled in a Latin language course. Students not enrolled in a Latin language class may also attend after consulting with the trip organizer (Ms. Mea) and providing their rationale for participation. Many students have an interest in ancient history and while priority will be given to students of Latin, all students in good standing are welcome to attend this trip. All students must meet all academic and behavioral guidelines as laid out by Arlington High School and the district.

**Cost of trip per student?**

\$3000-\$3300, depending on how many students register and when they register.

**Your tour fee:**

The **Tour Fee\*** displayed to your travelers will be based on 20 total travelers at \$2,980 per paying participant. Should your expected amount of total travelers change, the tour fee will be adjusted accordingly. Listed below are some approximate examples of how your Tour Fee\* might change based on the number of total travelers:

For this many TOTAL TRAVELERS,	the individual TOUR FEE would be:	Additional fees
40 +	\$ 2,948	<i>Adult fees: \$340</i>
35 - 39	\$ 2,974	
30 - 34	\$ 3,017	<i>On Tour Tipping - \$60</i>
25 - 29	\$ 3,076	<i>- \$250 Scholarship</i>
20 - 24	\$ 3,161	
15 - 19	\$ 3,295	<b>TOTAL STUDENT FEE: \$2,971</b>

\*More detailed information on attached Price Quote\*

**What is included in the trip?**

Round-trip airfare, On-Tour Tipping, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time multi-lingual tour director.

**What is not included in the trip? What expenses will students incur during the trip?**

Lunch each day & personal spending money for souvenirs

**Other Chaperones**

To be determined. 6:1 ratio, can go to 8:1, is necessary (lessen cost by minimal amount)

**How do students register for the trip? Is there a payment plan? Describe.**

Students will register online directly with the travel company, Explorica. Payment may be made in full or in increments. From attached School Board Packet:

**"Payment Options**

**FULL PAYMENT** - Pay in full at time of enrollment.

**MONTHLY AUTOMATED PLAN** - Pay your \$50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

**4-STEP MANUAL PLAN** - Pay your \$99 deposit upon enrollment, and then pay \$500 toward your balance 30 days later. At 120 days prior to departure 75% of the balance is due. At 75 days prior to departure the remainder of the balance is due. You must make each payment manually."

\*More general information can be found in the School Board Packet\*

**Is there a process in place for students who have difficulty paying for the trip? (scholarships?) Funds available? Fundraising available?**

No funds, but would like to inquire about personal fundraising for the students.

**Please list the name and contact information for the agency you are working with, if applicable.**

Explorica

Chelsea Kelley, ckelley@explorica.com

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

A standard Travel Protection Plan is included for all students, which covers the following events: A traveler's injury, sickness, or death of a family member; Theft of passport or visas; Flight cancellations due to strike or bad weather; Loss of luggage and personal effects; Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death; Trip cancellation or trip interruption due to terrorist acts, as defined.

\*More details of this plan and their Plus Plan (at extra cost) is attached in the School Board Packet\*

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

**Cancellation Deadlines –**

**What is the cancellation policy?**

Long before your tour begins, Explorica makes reservations for each enrolled participant, incurring many non-refundable costs. For this reason, we must charge cancellation fees.

In order to protect your travel investment in the event you need to cancel your tour, we recommend purchasing a travel protection plan.

<b>If you withdraw this many days prior to departure</b>	<b>You will receive a full refund minus the following amounts</b>
More than 140 Days	\$300 + the \$99 Non-Refundable Deposit
140-106 Days	\$500 + the \$99 Non-Refundable Deposit
105-66 Days	50% of all fees + the \$99 Non-Refundable Deposit
65-31 Days	75% of all fees + the \$99 Non-Refundable Deposit
30 Days or Less	No refund*
* If you notify us of your cancellation in writing at least 24 hours prior to your departure you will receive a \$100 refund.	
All cancellation requests must be submitted in writing by email to <a href="mailto:tcancellations@explorica.com">tcancellations@explorica.com</a> . If you cancel and name a replacement participant in writing at least 106 days prior to departure, we will refund \$200 of your cancellation fees. Regretfully, we cannot refund late fees, bank fees, transfer fees, Travel Protection plan costs, or visa fees and we cannot transfer any payments between participants. You will receive your refund within six weeks.	

\*Information available on the Explorica website and emailed from my agent Chelsea Kelley\*

**Describe how you will factor emergency cash into the trip budget?**

All students will give the lead teacher (Ms. Mea) \$20 prior to departure for emergency funds. This money will be returned to the students if it is not needed/used.

**Describe how you will communicate with parents before and during the trip.**

A minimum of two parent meetings will be held prior to the trip. One at the end of this school year in June to layout the trip's itinerary and cost. This meeting will be for parents and students to ask any basic questions they may have. The second meeting will be held in January to prepare parents and students for departure.

During the trip, Explorica provides an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip.

**Describe how you will communicate with administration during the trip.**

Administration will be given our detailed itinerary, as well as any hotel contact information available.

**REQUIRED DOCUMENTS (May be combined)**

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

Mary Villano 1/25/2017  
Name Date

Signature of Department Head

Dee World Languages 1/25/2017  
Name Department Date

Signature of Principal

Matthew J. [Signature] Artington High School 1/25/17  
Name School Date

Signature of Superintendent

Rachel Bode 2/1/17  
Name School Date



Trip and stay abroad: Rome/Italy  
Teacher: Cassandra Mea

School: AHS  
Date of trip and stay abroad: February 2018

PERMISSION TO PARTICIPATE AND RELEASE FROM LIABILITY

Your child's teacher has volunteered to attend a school-sponsored trip requiring travel to another state or out of the country. Participation in this trip is voluntary, but you must give permission before your child can go. If you do not give permission, your child will not be allowed to participate.

Your child will be under supervision by teachers and/or chaperones. It is possible that your child may face more risks by participating in this trip than if your child did not. We cannot enumerate every risk, but we believe that you are generally familiar with this activity and your child, and you are in the best position to decide whether your child should participate. The School Department and Principal have approved this trip, but we cannot and do not guarantee that there will be no injuries or damages as a result of this trip.

This is a legal document and you are free to obtain a lawyer's advice before signing it. You may not, however, change the language of this form, and any additions or deletions you make to this permission and release have no effect.

By signing this form, you agree that your child may participate in the trip. By signing this form, you also agree to release the Town of Arlington, Town officials, Town employees/teachers and all parental program and activity volunteers or chaperones from any and all damages, death and/or injuries of any kind you and your child might suffer as a result of participating in this trip, except for those that result from gross negligence or wanton and willful misconduct. This agreement to release does not apply to any independent contractor.

Signed:

Parent/Gardian of: \_\_\_\_\_  
student name

Parent/Guardian Signature: \_\_\_\_\_ DATE: \_\_\_\_\_





## Out of State and Travel Abroad Trip Contract

During school trips, students are "in school" for the entire trip. This means that all trip participants must comply with all school rules and policies and meet all other behavioral expectations for the trip for the duration of the trip, even in the evenings during usually private times. Violation of these expectations may lead a student to be sent home from the trip at their parents expense and may lead to school consequences when they return from the trip.

Participation in out-of-school trips is a privilege. The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. It is the policy of the Arlington Public Schools that all students who attend school trips out of state or abroad, must be in good standing academically, behaviorally, and in terms of attendance. Specifically the following standards apply:

A student, within a month of the trip, must not:

- have been suspended from school.
- be under suspension from extracurricular activities
- be carrying a D or lower in any class
- be in danger of receiving an FA due to attendance
- be experiencing changes in medical conditions which may affect the safety of the student or trip.

Exclusion from a trip for the reasons above will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

Because the trip is a school- sponsored activity, all school rules and policies apply (behavior, dress, use of alcohol/drugs, etc...). Students should take time to review the student handbook to be sure they have a complete understanding of the school rules. Any violations of these expectations may result in a student being sent home at the parent's expense. School consequences may also be given when they return.

In signing this form, students and parents acknowledge their understanding of Explorica's refund and cancellation policy. Details of this policy are contained within your informational packet, can also be accessed on Explorica's website and are available upon request from you lead teacher.

Students and their parents must read and sign this agreement in order to participate in the trip. Please return this form to the trip leader.

**I have read and understand all school rules included in the Student Handbook. I am aware that any violation of rules will result in school consequences once I have returned to school. I may also be asked to return home from the trip early at my parent's expense and no refunds will be given for the cost of the trip.**

**Student Name (print)**

---

**Student**

---

**Parent/Guardian Name (print)**

---

**Parent/Guardian Signature**

---

**Date** \_\_\_\_\_

## Medical Information Sheet

Student's Name \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Parent / Guardians' Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent / Guardians' Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Physical Problems or Restrictions: \_\_\_\_\_

Is student currently on any medications: Yes \_\_\_\_\_ No \_\_\_\_\_

Please list: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other Important/Needed Information: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Permission for Treatment

In case of injury during an activity with Arlington Public Schools, I hereby consent to have the above named student examined and, if required, to be treated by a physician or hospital. I understand that in the case of injury, Arlington High School will make every effort to contact me prior to taking the skier to a physician or hospital. In the event that I cannot be notified, the Arlington Public Schools and its representatives have my permission to take appropriate steps to ensure the safety and well-being of my child. I, the Parent or Guardian of the above named children, give The Arlington Public Schools and authorized personnel, permission to sign for treatment in case of accident or injury. I understand that I am responsible for informing the school of any changes in my student's health condition.

Parent or Guardian signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## School Board Packet

### Rome, Città Eterna

February 15, 2018 - February 22, 2018

### Contents

Introduction.....	2
Hotel Examples.....	3
Meal & On Tour Info.....	4
Safety Information.....	5
Liability Policy.....	6
Payment Options.....	7
Insurance Policy.....	8
Positive Feedback.....	11
Tour Specifics.....	12
Supporting Documents.....	13



Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. An educational adventure for both you and your students.

Before we begin, please review a little more about us:

**Founded in 2000**, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

**Join more than 750,000 teachers and students in experiencing the world on Explorica tours!**

Happy travels!

Sincerely,  
Matt Wertz  
President & CEO



## Hotel Information

Even though you'll be far from home, your comfort won't be compromised. Because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable, and convenient to the city. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality, and safety. Students are roomed in either triple or quad accommodations based on the hotel availability. Paying adults (23 or older) are roomed in twin/double accommodations and charged the \$35 per night double/twin rooming supplement \$75 per night for cruises and ferries). The cost for adults to upgrade to a single room is \$70/night.

### **HOTEL SAMPLE SPECIFIC TO LONDON, ENGLAND**

#### **Quality Hotel Wembley**

Standard Quality

#### **Hotel Description**

Quality Hotel Wembley is a 15-minute tube (subway) ride from central London, and just a 5-minute walk from Wembley Park Underground (subway) Station. Featuring free on-site parking, on a first-come, first-serve basis, it is a 5-minute walk from Wembley Stadium, Wembley Arena and The X Factor Studios. With easy access into central London by tube (subway), makes it an ideal location for business clients and for leisure visitors looking to explore London's attractions, theaters, shopping and nightlife. Just a 5-minute walk away, guests can visit the London Designer Outlet Shopping Center with a Cineworld multi-screen cinema.

#### **Group Leader Evaluations**

"The hotel was nice and had great common spaces for hanging out. Excellent breakfast and nice rooms."





## Meal Information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary). Explorica makes sure all travelers get a unique experience through their meals, such as a tapas dinner in Spain, crepes in France or wiener schnitzel in Germany.

## Tour Director

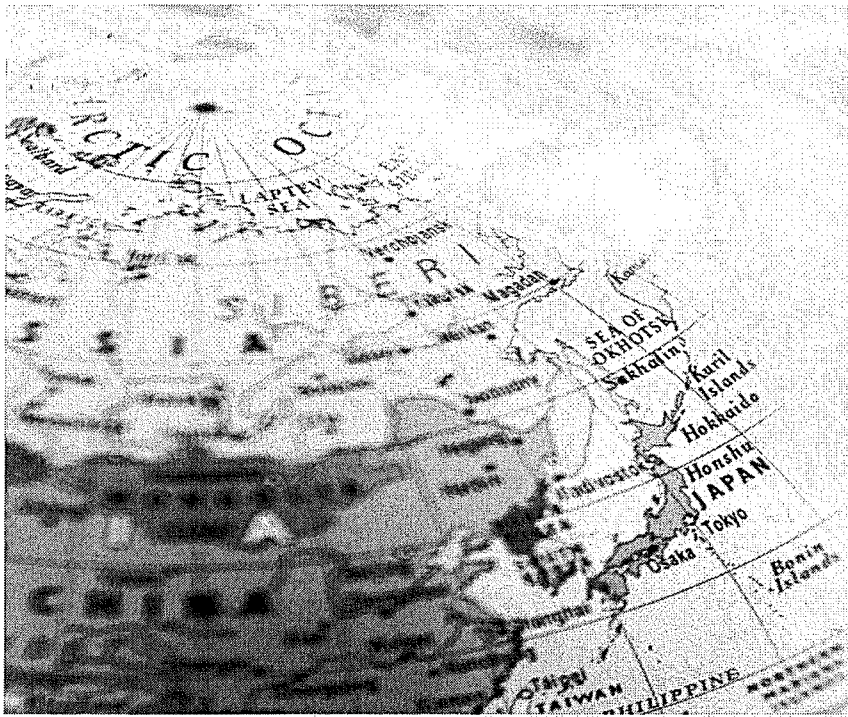
Your Tour Director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations, and sightseeing. The Tour Director can also provide very general information and suggestions for your free time. Local guides are your resource for detailed destination information.

## Communication on Tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our England and Scotland tour April, 2013:

“Day 3 - We left our hotel near Glasgow and headed up north into the Trossachs National Park to make our first stop in the village of Luss on the banks of Loch Lomond. We walked down to the beach and up through the village. Next we followed the sides of the loch all the way up, making some photo stops along the way until we came to a rest-stop called 'The Green Welly' where we made a lunch break. This afternoon we arrived in the very heart of the highlands, driving across the barren landscape and making a photo stop in the Glencoe valley, scene of the Glencoe Massacre back in 1692. We learnt about the clan difficulties at the time and the Jacobite movement. Next we got great views of the UK's highest mountain, Ben Nevis, as we headed around the western coast and across the Grampian mountains. We stopped in some cute highland villages and saw a game of Shinty (like a kind of highland hockey). We've arrived at the hotel now, our base for exploring more of the Highlands tomorrow!”





## Company Information and Safety

›All Tour Directors come highly recommended with at least 5 years work experience in the industry.

›Explorica has a \$50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.

›Explorica offers each traveler the option to purchase the Travel Protection Plan at \$12/day or \$18/day for the Travel Protection Plan Plus.

›We are a member of USTOA: United States Tour Operators Association \$1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica Inc., is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.USTOA.com](http://www.USTOA.com).

›In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA)



## Liability Policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number-one priority and that we have policies and procedures in place to protect the school, school district, teachers, and participants involved with this tour.

Explorica has a \$50 million liability policy with Zurich Insurance Group that protects 3rd parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour, and with Explorica, they don't. Explorica has taken all precautions to best protect the students and other tour participants..

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage, and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip. If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,  
Dan Kellerd  
Executive VP Operations



## Payment Options

### FULL PAYMENT

Pay in full at time of enrollment.

### MONTHLY AUTOMATED PLAN

Pay your \$50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

### 4-STEP MANUAL PLAN

Pay your \$99 deposit upon enrollment, and then pay \$500 toward your balance 30 days later. At 120 days prior to departure 75% of the balance is due. At 75 days prior to departure the remainder of the balance is due. You must make each payment manually.

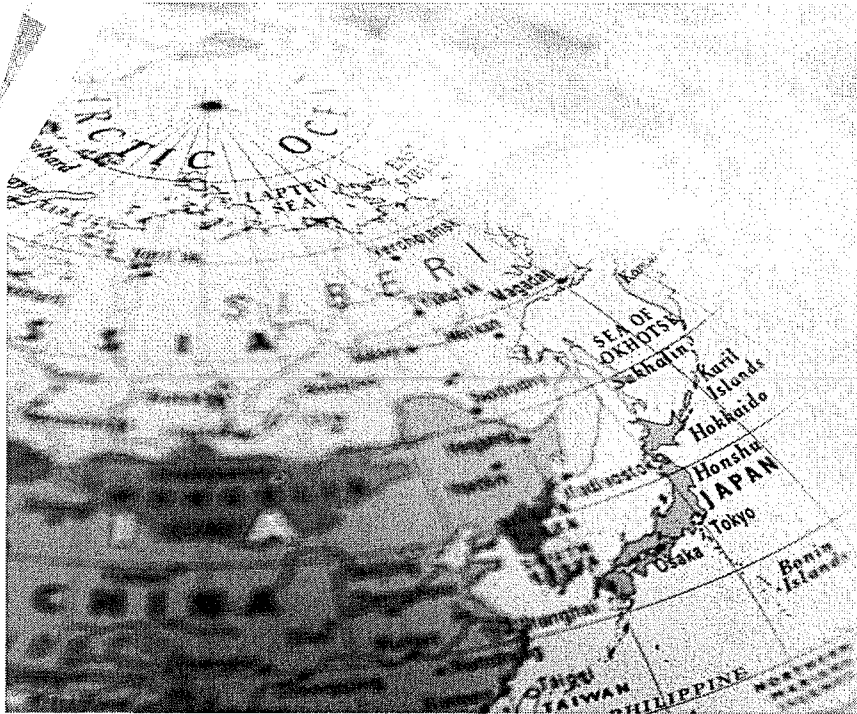
### GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, and personal checks. Please note personal checks are only accepted until 75 days prior to departure and ACH payments until 65 days prior to departure.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminders of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 75 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule. Any bounced checks are subject to a \$30 non-refundable fee.





## Insurance Policy

### EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

### EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- ›A traveler's injury, sickness, or death of a family member
- ›Theft of passport or visas
- ›Flight cancellations due to strike or bad weather
- ›Loss of luggage and personal effects
- ›Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- ›Trip cancellation or trip interruption due to terrorist acts, as defined

### EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.



## Insurance Policy Cont.

### TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

#### TRIP INTERRUPTION

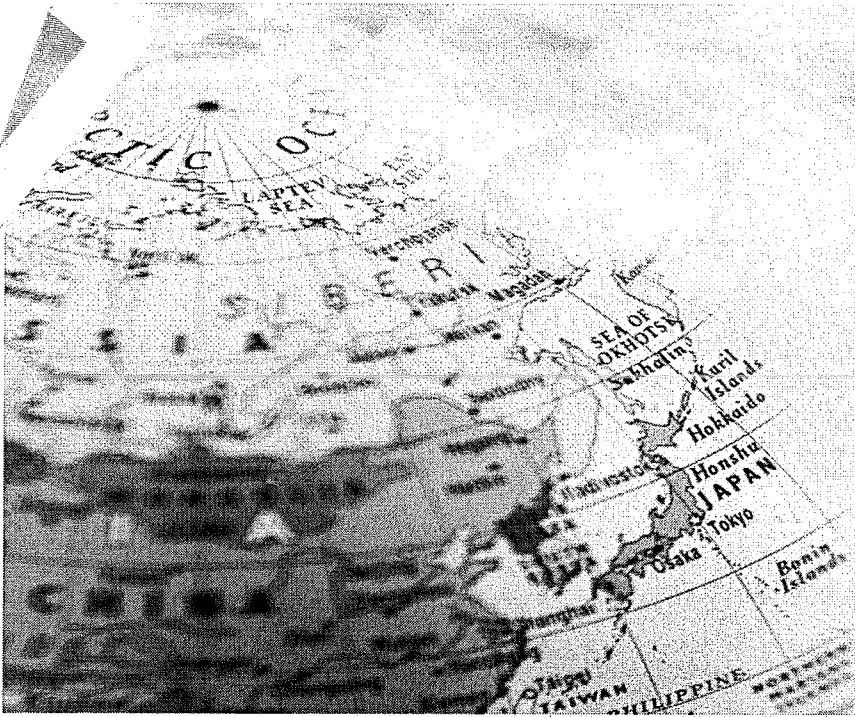
If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

#### TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

#### MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.



## Insurance Policy Cont.

### BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

### PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.





## Positive Feedback

After every tour Explorica asks our Group Leaders to create an evaluation to judge our overall pre tour, during tour, and post tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Often times we are given such positive feedback that we want to share it with potential Explorica group leaders.

### **Linda L., English & German Teacher, Bowdoin, ME**

My students had the time of their lives on this trip. Our Tour Director was so knowledgeable and incredible that Berlin, Prague and Munich just came alive during these ten days. What an experience!!!

### **Michelle D., Coburg, ON**

Well-organized, educational and safe travel—I couldn't ask for more! I have students knocking on my door the first day back asking "where is the trip next year?"

### **Joe H., Spanish Teacher, Chandler, AZ**

I LOVE teaching, but I LOVE traveling more! What better experience can we bring to the lives of our students than actually living in the countries we study about?!

### **Kathleen W., French Teacher, Higganum, CT**

A wonderful experience for the students, especially hitting Carnevale in Venice. Our Tour Director enlivened the whole trip with his wit, charm and depth of knowledge.



## Tour Specifics

### TOUR ITINERARY:

**Day 1 Start tour**

**Day 1 Fly to Rome**

**Day 2 Rome**

Rome City Walk

Campo De Fiori

Trattoria Dinner

Circus Maximus

**Day 3 Rome**

Ancient Rome Guided Sightseeing Tour: Arch of Constantine, Basilica of Maxentius, Temple of Romulus, Temple of Divus Julius, Palatine Colosseum Visit, Roman Forum Visit

**Day 4 Sorrento**

Pompeii guided excursion

Herculaneum Visit

Sorrento City Walk

Overnight in Sorrento

**Day 5 Ostia Antica**

Ostia Antica City Walk

Catacombs visit

Overnight in Rome

**Day 6 Rome**

Vatican city walking sightseeing tour & visits

Domus Aurea & Mausoleum of Augustus

Overnight in Rome

**Day 7 Tivoli**

Hadrians Villa

Trastevere City Walk

Overnight in Rome

**Day 8 End Tour**

Fly home

### TOUR INVESTMENT:

**Travelers under 23 years \$2,971.00\***

**Travelers 23 and above \$3,311.00**

*\*Sign up by a 2/28/17*

### INCLUDED:

Round-trip airfare, On-Tour Tipping, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time multi-lingual tour director.



# Explorica's code of conduct

To make sure everyone has a fun, mishap-free adventure, it's important that you follow a few basic behavioral guidelines on your tour.

E

**Educate yourself about the culture you're visiting.** Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X

**X marks the spot.** Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

P

**Pay attention to your surroundings.** In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while traveling.

L

**Listen to your group leader and tour director.** Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. It is important that you listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

O

**Organize your free time responsibly.** Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so the rest of your group doesn't have to wait.

R

**Respect the people and the culture.** When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviors seem strange to you, be understanding and accepting of the culture.

I

**Illegal activities will not be tolerated.** The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

C

**Consumption of hard alcohol will not be tolerated.** We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

O

**Offer help and support to your peers, group leader and tour director.** You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

D

**Damages are your own personal responsibility.** If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

E

**Experience the world and have fun!** These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*

# Explorica terms & conditions

The following terms & conditions are valid until August 31, 2017, and for travel between October 1, 2016, and September 30, 2019.

## What does the tour fee include?

- > Round-trip airfare from your departure city
  - > Accommodations that sleep 3 to 4 per room (except on night trains, cruises, and ferries), always with private bathrooms, unless otherwise noted
  - > Airport transfers at destination (except when booked Land Only) and all transportation between cities, except when deviating from your group
  - > Local public transportation to all scheduled itinerary activities
  - > Breakfast daily, as per program description
  - > Dinner daily at your destination (unless otherwise noted)
  - > All excursions, led by professional local guides per program description
  - > City walks led by an Explorica Tour Director, per program description
  - > Visits to select attractions and theater tickets, per program description
  - > Full-time services of a professional Tour Director
  - > 24-hour emergency service
  - > A \$100 discount on a future international tour or a \$50 discount on a future U.S. or Canada tour with Explorica
  - > Access to your personal Tour Center for six months after each tour
- If we fail to deliver any of the above services, we will promptly refund you its value.

## What does the tour fee not include?

- > Passport, visa, foreign entry/departure taxes or fees, and any required travel insurance
- > Beverages at dinner
- > Lunch, unless specified in the itinerary
- > Optional excursions and/or extensions (including cruise shore excursions)
- > Explorica's Travel Protection Plan
- > Local transportation to unscheduled activities
- > Tips to Tour Director, bus drivers, local guides, and cruise staff
- > Weekend supplement of \$35 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, or Puerto Rico)
- > Any applicable private group fee or small group supplement
- > Any applicable baggage-handling fees imposed by airlines

## How do I enroll?

We use the Internet and email as our primary method of communication, a system that enables us to keep our costs—and yours—down. As such, we require a valid, current email address with which we may effectively correspond with you. Online, phone, and fax enrollments require a valid credit or debit card (MasterCard or Visa), or a valid checking account for electronic payment.

### To enroll online:

Explorica strongly recommends you enroll online. It is the most immediate and seamless enrollment method, and it allows us to keep our prices low. To enroll online, go to [Explorica.com](http://Explorica.com) and click on "Sign up."

### To enroll by phone:

Call toll-free 1.888.310.7121 to speak to a Customer Care Representative.

### To enroll by fax:

Complete the enrollment form in the Participant Registration Booklet and fax toll-free to 1.888.375-6177. Faxes received after 5 PM EST will be entered the following business day.

### To enroll by mail:

Fill in the enrollment form in the Participant Registration Booklet and mail it to:

Explorica Inc.  
Attn: Admissions  
145 Tremont Street, 6th Floor  
Boston, MA 02111

All mailed enrollments may be paid by check, money order, credit or debit card (MasterCard or Visa), or electronic payment from checking account.

Note: Registration date considered date received, not date marked by mail.

### Enrollment deadlines

Our tours fill up fast; enroll as early as possible. All enrollments, including chaperones, received less than 105 days prior to departure will be subject to a \$135 late enrollment service fee and must immediately be paid in full, including the service fee, by debit or credit card, certified check, money order, or electronic payment from checking account. After late enrollment applications have been received, additional charges (for last-minute flight reservations, increased Tour Fees, etc.) may apply. Late applicants will be placed on a waiting list; if no space becomes available we'll refund the full payment, minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that participants whose enrollments are accepted less than 105 days prior to departure will share any of the same flight itineraries as the rest of their group.

For the complete terms governing late enrollments, please contact Explorica or visit [explorica.com/faq](http://explorica.com/faq).

## What is the payment schedule and process?

### Monthly automated plan

Pay your \$50 deposit and optional travel protection plan costs with credit/debit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35

days prior to your departure date (checking account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

### Full payment

Pay in full at time of enrollment.

### 4-step manual plan

Pay your \$99 deposit and travel protection plan costs upon enrollment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 105 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by check, credit or debit card, or checking account. If you enroll 150 days prior to departure or later, you will make only three payments - \$99 deposit and travel protection plan costs at enrollment, 75% of your remaining balance at 105 days prior to departure, and the final balance at 65 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually. All full-paying participants, including participants who have previously traveled with Explorica, are required to pay the \$99 deposit upon enrollment. Any participant who has already paid the deposit for a previous tour will receive a \$100 credit on his or her Explorica account.

## General payment information

We accept electronic checking account payments, MasterCard, Visa, American Express (and require a credit card or checking account payment for our monthly payment plan), money orders, online banking, and personal checks. Please note personal checks are only accepted until 105 days prior to departure, and checking account payments until 65 days prior to departure. Any payments made past the final payment deadline must be paid by certified check, money order, or credit card.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you do not meet the conditions of your payment plan, your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

### Mail checks or money orders to:

Explorica Inc.  
Attn: Admissions  
145 Tremont Street, 6th Floor  
Boston, MA 02111

## What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveler and thus incurs costs. For this reason, we must charge cancellation fees. In order to protect your travel investment in the event you need to cancel your tour, Explorica strongly recommends purchasing a travel protection plan. The following cancellation policies apply:

If you withdraw this many days prior to departure	The following cancellation fees apply
More than 140 days	\$300 + \$99 non-refundable fee
140–106 days	\$500 + \$99 non-refundable fee
105–66 days	50% of all fees + \$99 non-refundable fee
65–31 days	75% of all fees + \$99 non-refundable fee
30 days or less	No refund*

\*If you notify us of your cancellation in writing at least 24 hours prior to your departure, you will receive a \$100 refund.

All cancellation requests must be submitted in writing by mail, fax, or email to [cancellations@explorica.com](mailto:cancellations@explorica.com). If you cancel and name a replacement participant in writing at least 106 days prior to departure, we will refund \$200 of your cancellation fees. Regrettably, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

## Reinstating enrollment

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrollment is subject to availability and to all conditions governing late enrollments (if applicable). Travelers must also re-purchase insurance (if applicable).

## What about a travel protection plan?

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

### Explorica's Travel Protection Plan

Trip Mate's standard travel protection plan covers you for the following events:

- > A traveler's injury, sickness, or death of a family member
- > Theft of passport or visas
- > Flight cancellations due to strike or bad weather
- > Loss of luggage and personal effects
- > Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- > Trip cancellation or trip interruption due to terrorist acts, as defined

### Explorica's Travel Protection Plan Plus

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations.

The Cancel For Any Reason Waiver Benefit is provided by Explorica itself and is not an insurance product. It must be purchased within 14 days of your initial payment for your trip.

### Travel protection plan benefits

The following benefits apply to both of Explorica's high-quality travel protection plans:

#### Trip Cancellation or Interruption.

If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: Cancellation or Interruption of your Trip due to: Inclement Weather, unannounced Strike, or mechanical breakdown that causes complete cessation of services of Your Common Carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment of 250 miles or more; a Terrorist Incident which occurs in a city listed in the Itinerary of your Trip provided the Terrorist Incident occurs within 30 days prior to the Scheduled Departure Date for your Trip; or revocation of military leave due to war.

**Travel delay.** Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

**Medical expense/emergency assistance.** Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

**Baggage & personal effects.** Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, the policy will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

**Pre-existing conditions waiver.** The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Travel Protection Plan" which provides complete details of the Trip Mate plan, including conditions, exclusions, and limitations, is available to you on our website by searching "travel protection plan" or at any time by request.

Please Note: This advertisement does not constitute or form any part of the Description of Coverage or any other contract of any kind. This plan is underwritten by: Arch Insurance Company, Jersey City, NJ. Please Note: Plan benefits, limits, and provisions may vary by state jurisdiction. To review full plan details online, go to: [www.tripmate.com](http://www.tripmate.com).

## **Day 1 Start tour – Fly to Rome**

### **Day 2 Ciao Rome**

Meet your tour director and check into hotel

Rome city walk - Baroque-en hearted? Revive your spirits with a walk past Rome's most beautiful and unusual Baroque fountains. At the foot of the Spanish Steps, elegant cafes once favored by visiting Brits and Americans surround the central fountain. The water pressure here was so low that the artist had to sink the fountain into the ground to get any water going through it, so he went ahead and designed the fountain to look like a sinking ship. There's no shortage of water pressure at the nearby Trevi Fountain, a Baroque extravagance designed by master sculptor Bernini. At the Pantheon, you'll see the largest concrete dome ever constructed. An oculus, or hole, in the dome lets sunlight into the beautiful temple, dedicated to all the gods. Finish your stroll with the Campo De Fiori

Enjoy a traditional Trattoria Dinner

Overnight in Rome

### **Day 3 Ancient Rome**

Ancient Rome guided walking sightseeing tour with Whisper headsets

Colosseum visit, Forum Romanum visit, Piazza Venezia

The ultimate symbol of Ancient Rome, the Colosseum still dominates the modern city. Tour the amphitheater with your local licensed guide. Built by the emperor Vespasian in A.D. 72, the structure held almost 50,000 spectators but was so well organized that the entire place could be emptied within 15 minutes. Inside, the spectacles varied from gladiator battles to immense naval contests to wild beast shows, in which thousands of exotic animals like giraffes and ostriches were popped into the stadium through trap doors and left to fight Roman hunters. See the system beneath the floor that operated the trap doors and housed the animals, then continue on to the relative calm of the Forum. Ancient Rome's commercial, religious and political center, the Forum held markets, temples and the Senate House. Near the Rostra, or speaker's platform, you can still see game boards scratched into the marble by bored politicians--anyone up for a game of tic tac toe?

Overnight in Rome

### **Day 4 Sorrento**

Travel to Sorrento

Pompeii guided excursion

Stop to see the city where time stood still, literally. Once an important Roman city with 20,000 residents, Pompeii was frozen in time nearly 2000 years ago, when Mount Vesuvius erupted and buried the city under 30 feet of mud and volcanic ash. Forgotten for centuries after the eruption, Pompeii was discovered in the 1600's and is now completely excavated. On your tour you will learn how Romans of all classes lived their lives--not only from large public structures, but from details like political graffiti, bars, and street signs.

Herculaneum Visit

Sitting in the shadow of Mt. Vesuvius, the ancient town of Herculaneum was destroyed when the deadly volcano erupted in 79AD. Hidden under an airtight crust for over 1,700 years, buildings and skeletons were kept intact and have now been discovered and excavated. Explore the ruins and learn about that dreadful day in 79 AD when the fates of the town and its people were sealed.

Stay overnight in Sorrento

## **Day 5 Ostia Antica**

### **Ostia Antica Guided Excursion**

Explore the main seaport of ancient Rome to see examples of amazingly preserve buildings and impressive Roman frescoes.

### **Catacombs Guided Excursion**

Visit the enormous church of St. Paul. Outside the Walls, built over the original tomb of the saint, and then descend into the early Christian catacombs, dating from the first to fourth centuries. Thousands of Christian, including Saints Peter and Paul and several popes, were entombed here at one time. There are still signs of early Christianity, including frescoes of fish and doves and inscriptions on the tombs themselves. Overheard runs the Appain Way, the world's first real highway, which stretched southeast over 350 miles from Rome.

Overnight in Rome

## **Day 6 Vatican City**

Vatican City guided walking sightseeing tour with Whisper headsets

Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit

Don a state-of-the-art headset for a space-age tour of St. Peter's Basilica with a licensed local guide. Outside the church, four rows of columns radiate out like welcoming arms; inside, the church seems enormous enough to embrace the entire world. The dome, partially designed by Michelangelo, rises 452 feet above the ground. Michelangelo's mark is everywhere here, from the costumes worn by the Swiss Guards to his exquisite "Pietà" sculpture (the only sculpture he ever signed) to the amazing frescoes of the Sistine Chapel. Because he considered himself a sculptor and not a painter, Michelangelo hated working on these paintings, now considered masterpieces.

Enjoy a traditional Italian pizza dinner

Overnight in Rome

## **Day 7 Tivoli**

Tivoli guided excursion

You may think Rome has a lot of fountains, but you really haven't seen anything until you've been to Tivoli. See the Villa d'Este, the 16th-century home of Emperor Alexander IV's nephew, the Cardinal Ippolito d'Este. In the magnificent gardens, five hundred fountains gurggle, burble and cascade over statues, canals, grottoes, staircases and reflecting pools.

Visit Hadrian's Villa

Trastevere City Walk

Overnight in Rome

## **Day 8 End Tour**

Arrivederci Rome!

com/wpA433E. Benefits are administered by: Trip Mate, Inc.\* 9225 Ward Parkway, Suite 200, Kansas City, MO, 64114, 1-800-888-7292 (\*in CA, dba Trip Mate Insurance Agency).

For more information on Travel Protection, visit <http://www.tripmate.com/wpA433E>.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

#### Explorica is USTOA insured

As an active member of the United States Tour Operators Association (USTOA), your tour investment with Explorica is protected by USTOA's \$1 Million Travelers' Assistance Program.

#### United States Tour Operators Association \$1 million Travelers Assistance Program

Explorica Inc., as an Active Member of USTOA, is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica Inc. Customers in the unlikely event of Explorica Inc.'s bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by Explorica Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica Inc. Complete details of the USTOA Travelers' Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com), or by visiting their website at [www.ustoa.com](http://www.ustoa.com).

#### Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. You must register for the following optional extras at the time of your enrollment. Any changes to your itinerary after time of enrollment will be subject to availability and additional charges will apply. For further details, please consult an Explorica Customer Care Representative at 1.888.310.7121.

**Alternate departure airport.** Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

**Land-only tours.** On many of our tours, you may arrange for your own airline tickets and join the group at the first hotel at the first overseas destination. We will discount your Tour Fee. Special conditions may apply for travelers who are minors. Please keep in mind that you should not make any flight arrangements until you receive your final tour itinerary and departure date from your Group Leader. For more details, go to [explorica.com/faq.aspx](http://explorica.com/faq.aspx).

**Stay-ahead and stay-behind options.** You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is \$145 if requested upon enrollment. If requested after enrollment and up to 130 days before departure, the fee is \$195. Additional fees may apply if requested or changed between 129-90 days before departure. This option is not available less than 90 days before departure. We will change your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

**Accommodations.** All participants aged 22 and younger room together in same gender triples or quads from the entire bus group (unless otherwise noted). Hotel rooms are furnished with either single or double beds; single beds sleep just one person and double beds may be shared. Participants aged 22 and younger may choose to upgrade to stay in a double/twin room for an additional \$35 per night (\$70 per night on cruises and ferries). Participants aged 23 or older are required to stay in a double/twin room and are therefore automatically charged the additional \$35 per night (\$75 per night on cruises and ferries). Participants aged 23 or older may choose to upgrade to stay in a single room for an additional \$75 per night. Single rooms are not available on night trains, cruises and ferries. The deadline for requests for double/twin or single room upgrades is 60 days before departure. For more information on accommodations, visit [explorica.com/get-ready.aspx](http://explorica.com/get-ready.aspx).

**Optional excursions.** On each program we offer a number of optional activities pre-negotiated with our overseas suppliers. Enrolling prior to departure helps us plan; we offer you a discount on each of these activities if you enroll 45 days or more before departure. For most optional activities you can enroll online up to 105 days prior to your departure date, and you can enroll over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. Some activities require pre-booking; please refer to the individual tour itineraries for booking specifics. All optional excursions are based on 20 paying participants. If there are fewer than 20 paying participants enrolled on an optional excursion, Explorica reserves the right to add a surcharge or cancel the optional excursion at its discretion.

#### Are there optional tour enhancements for the group?

The following additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Center:

**Stay-ahead and stay-behind.** If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, Explorica can change your airline tickets. The service fee is \$50 per participant, plus additional costs for land arrangements, which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants.

**Tour extensions.** Many of our programs offer extensions to the normal tour. These extensions must be booked at the time of enrollment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on 25 paying participants. If there are fewer than 25 paying participants enrolled on a tour extension, Explorica reserves the right to add a surcharge or cancel the tour extension at its discretion.

**Accommodations.** All participants aged 22 and younger room in same-gender rooms with travelers from the entire bus group. Alternatively, your Group Leader may choose to include our "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups.

#### Adults and children under 6

Our programs are primarily developed for youths, but adults are welcome to participate. As our prices are based on youth rates, we charge a flat rate adult supplement of \$130 per adult (23 years of age or older). Adults are automatically placed in twin rooms unless a single room is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. We do not accept applications for travelers under the age of 6 at time of departure.

**Adult tours.** Our programs are primarily developed for youths, however, some groups are predominantly college-age students or adults. We offer the option of designating the group as an Adult group. For this type of group, all participants will pay a reduced adult fee and all participants will room in double or single occupancy rooms. Depending on the selected tour type, adult groups may be combined with student groups.

#### General information

Any requested changes to itinerary, travel date, package type, group size, or other aspects of your tour made after your tour has been chosen may be subject to additional fees.

Please note that once a Group Leader chooses a new itinerary, new departure date, or small group supplement, that decision is binding for the group. Participants wishing to cancel their enrollments at that point must pay any applicable cancellation fees. Additionally, once a Group Leader or school board cancels a tour on behalf of the group, standard cancellation fees apply.

**Guaranteed travel date tours.** If your group enrolls on a Guaranteed Travel Date tour, your itinerary and departure date is guaranteed not to change. Please note that tour extensions and stay-ahead/stay-behinds are not guaranteed on Guaranteed Travel Date tours, and require a minimum number of travelers in order to run.

**Private & Custom tours.** Your group may elect to have its own bus and Tour Director rather than traveling with one or more other groups. A minimum group size is required for this option, and the group leader is responsible for ensuring that the minimum is met. A private tour will follow the published itinerary (including any tour upgrades or options your group has selected). Your initial price quote includes a private group fee based on your estimated group size, and that fee is variable based on the final group size and tour length. If your final group size is less than the initial quoted group size at 105-30 days prior to departure, participants will be required to pay an increased private group fee. If individuals or the group chooses to cancel, or the minimum group size is not met, all applicable cancellation fees would apply.

**Consolidated tours.** In order for us to offer the lowest possible Tour Fees, tour prices are based on a minimum of 35 paying participants. We therefore sometimes combine smaller groups into one larger group of approximately 50 participants, giving you the benefit of meeting students and teachers from other schools. If an insufficient number of participants sign up for a tour, Explorica will collaborate with the Group Leader to find a similar or comparable tour, and participants will then pay the fees for the new tour. If no similar tour is available, the group may pay a small group supplement to run the original tour.

**Changes in travel dates.** For Private, Custom, and Consolidated Tours, Explorica reserves the right to change the date of departure due to heavy demand on certain peak travel dates. From October 1 to April 30, the change of date will be no more than one day in either direction. From May 1 to September 30, the change of date may be up to three days in either direction. If we suggest a change of departure from a weekday to a weekend, Explorica will waive the weekend supplement.

**Changes in itineraries.** Explorica reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour, separate flight itineraries, or changes in airlines, cruise ships, or modes of transportation. On certain days some attractions might be closed, so we will offer a similar activity or refund the cost of the cancelled event. If your group's flight arrives late on the scheduled arrival day, we will attempt to reschedule any activities you miss on that day or provide an adequate substitute activity on another day of your tour. We cannot offer refunds for missed activities.

**Airlines and airports.** For departures from New York, Explorica uses JFK, Newark, and La Guardia airports interchangeably. For departures from the Washington, D.C. area, Explorica uses Baltimore, Ronald Reagan, and Dulles airports interchangeably. For departures from Florida, Explorica uses Miami and Fort Lauderdale interchangeably. For departures from Houston, we use Hobby and George Bush. For international flights to and from Scotland, Explorica uses Glasgow and Edinburgh airports interchangeably. For international flights to and from Ireland, Explorica uses Shannon, Dublin, and Cork interchangeably. For international flights to and from Italy, Explorica uses Venice and Milan interchangeably. For international flights to and from the UAE, we use Dubai and Abu Dhabi airports interchangeably. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airline and the passenger. The airlines mentioned above shall have no responsibility to any traveler aside from their liability as common carriers.

Some countries require insecticide spraying of aircraft prior to a flight or while passengers are on the aircraft. Federal law requires that we refer you to the DOT's disinsection website at <http://airconsumer.dot.gov/spray.htm> for more information.

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information contact your airline representative or visit [http://www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/)

**Airline tickets and final itinerary.** We will post all travel details, including flight schedule, hotel names, and your Tour Director's name, on our website (at your personal Tour Center) prior to departure. Airline tickets or e-ticket confirmation numbers will be sent to your Group Leader before departure. Flight times, airlines, itineraries, Tour Directors, and hotel information are subject to change. Please note any request to correct a participant's first, middle, last name, or gender under 85 days prior to your departure will incur a fee. Participants are responsible for making sure that their travel documents match their airline ticket. Those who have not done so risk being unable to board their flights. All airline tickets are non-transferable.

**Passports and visas.** It is each traveler's responsibility to obtain a valid passport, visas, transit visas and any required travel insurance coverage (if applicable), and notarized parental consent form. We suggest that this process be completed well in advance of departure. Please note that customs officials may not allow you to enter a country unless your passport is valid for at least six months after your return date and/or have a full blank page. All travelers must contact the appropriate embassies and consulates to inquire about and obtain any necessary visas for all countries to be visited.

**Passengers with Disabilities.** Any disability or allergy requiring special attention should be reported to Explorica at the time you make your reservation. We will make reasonable attempts to accommodate special needs, but we are not responsible for any denial of services by carriers, hotels, restaurants, and other independent suppliers. Travelers requiring extraordinary assistance must be accompanied by a companion who is capable of and totally responsible for providing the necessary assistance. Please refer to the Special Needs and Disabilities section of our FAQ at [www.explorica.com/faq](http://www.explorica.com/faq) for more information.

**Additional information.** Each Explorica tour begins when you leave from your departure airport and ends upon completion of the return flight to the United States.

Explorica reserves the right to cancel a tour at its discretion and in any such case all monies paid to Explorica for the trip will be refunded. Decisions to cancel a tour may be based on Travel Warnings issued by the U.S. State Department. No additional compensation, for example, pre-trip preparation expenses, will be made.

Providers of certain tour activities or inclusions may require that additional waivers or terms & conditions are signed by the Group Leader, chaperone, or traveler prior to participation in that activity or inclusion. Those documents are not governed by Explorica, and it is the Group Leader, chaperone, or participant's responsibility to read and understand them prior to signing. Failure to complete these documents may result in delays or modification/cancellation of the tour inclusion, and no refund from Explorica will be provided.

Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal or terrorist activities of any kind, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, actual, perceived or threatened epidemics, or for any other cause beyond the direct control of Explorica. For further information regarding travel to your specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (<http://wwwnc.cdc.gov/travel/>) as well as the State Department's International Travel website (<http://travel.state.gov/travel/>). I hereby acknowledge and understand the risks associated while traveling and voluntarily assume these risks in order to participate in the event sponsored by Explorica.

Please note that a participant will not be allowed to travel on an Explorica tour if his/her name does not appear on the travel roster on the day of departure or if he/she has not agreed to Explorica's terms and conditions.

Explorica Inc. is registered with the State of Florida as a Seller of Travel. Registration No. ST38044  
Explorica Inc. is registered with the State of California as a Seller of Travel. Registration No. 2060558-20  
Explorica Inc. is registered with the State of Washington as a Seller of Travel. Registration No. 603093174  
Explorica Inc. is registered with the State of Iowa as a Seller of Travel. Registration No. TA568  
Explorica Inc. is registered with the State of Hawaii as a Seller of Travel. Registration No. TAR-5388  
Explorica Inc. is registered with the State of Nevada as a Seller of Travel. Registration No. 2003-0183

USINTL

← **explorica** →  
travel. learn.



Applications must be received 105 days prior to the tour's departure. Those received after that date will be subject to the late sign up policy. Applications received after 5 P.M. EST will be processed on the following business day. Consult the terms & conditions.

**Web:** [explorica.com/signup](http://explorica.com/signup)  
**Mail:** Send completed form and payment to:  
 Explorica, 145 Tremont St., Boston, MA 02111  
**Phone:** 1.888.310.7121 **Fax:** 1.888.375.6177

☐ I have traveled with Explorica before

Teacher/Group Leader's name \_\_\_\_\_

Tour Center ID

**If not currently available, you must provide your passport information 85 days before departure.**

First name (as it appears on your passport)										Middle name (as it appears on your passport)									
Last name (as it appears on your passport)										Suffix									

Passport number										Country of issue	
Traveler nationality										Issue date	
										Expiration date	

Street

Email (Required for tour and billing communication)

Home phone

Date of birth      /      /       
MM DD YY

Sex ☐ Male ☐ Female

Country of residency

## First &amp; last name

Email

Primary phone

Secondary phone

### Additional options

## Travel protection

- ☐ Enroll in Explorica's Travel Protection Plan Plus—\$18 per tour day, maximum \$270.
- ☐ Enroll in Explorica's Standard Travel Protection Plan—\$12 per tour day, maximum \$180.
- ☐ I decline travel protection. If I cancel my tour, I may lose some or all of my tour fee.

For more information, visit [explorica.com/protect](http://explorica.com/protect).

## Room upgrades

- ☐ I am under 23 years of age and would like to upgrade to a twin/double room.  
(\$35 per night. \$75 per night on cruise ships/ferries.)
- ☐ I am at least 23 years of age and would like to upgrade to a single room.  
(\$75 per night. Not available for cruise ships/ferries.)

### Optional extras

Must be selected at the time of enrollment. Changes cannot be made once options are selected. Please see terms & conditions.

- ☐ **Land only** I wish to arrange my own flights.
- ☐ **Alternate U.S. gateway** \_\_\_\_\_  
I wish to start and end my trip at a different U.S. airport than my group. (\$145 + airport fees)
- ☐ **Stay-ahead** I wish to arrive at my destination ahead of my group. (\$145)  
Number of extra days \_\_\_\_\_
- ☐ **Alternate arrival gateway** \_\_\_\_\_  
I wish to arrive in a city that's not on my group's itinerary. (Additional fees apply)
- ☐ **Stay-behind** I wish to stay in my destination after my tour ends. (\$145)  
Number of extra days \_\_\_\_\_
- ☐ **Alternate return gateway** \_\_\_\_\_  
I wish to return home from a city that's not on my group's itinerary. (Additional fees apply)

### Payment information

## Payment Plan

- ☐ **Full payment** Pay entire balance now.
- ☐ **Monthly automated plan** Pay \$99 deposit (and selected travel protection cost) now, and the balance will be divided into equal monthly payments until 35 days prior to your departure (checking account) or 65 days prior to your departure date (credit/debit card).
- ☐ **4-step manual payment plan** Pay \$99 deposit (and selected travel protection cost) now, \$500 down payment 30 days after your enrollment is processed, 75% of your balance 105 days before departure, and tour balance 65 days prior to departure. **Payments are not automated.**

### Payment Method

Applications submitted without payment will not be processed.

- ☐ **Checking account** I enclosed my initial deposit, and I authorize that my checking account will be used for future monthly payments.

- ☐
- Credit/debit card:**
- ☐
- Visa
- ☐
- MasterCard
- ☐
- American Express

Card number	Expiration date

Card security number

(Three or four digit number printed on the back of your card)

Cardholder's name

Billing address for this card: ☐ Same as above

Street

City

State

ZIP code

- ☐ I have read and fully understand the "Participant Release & Agreement" and the "Terms & Conditions" as supplied herewith.

## Participant

Date \_\_\_\_\_

- ☐ I have read and fully understand the "Participant Release & Agreement" and the "Terms & Conditions" as supplied herewith.

Participant's parent/guardian (required if the participant is a minor)

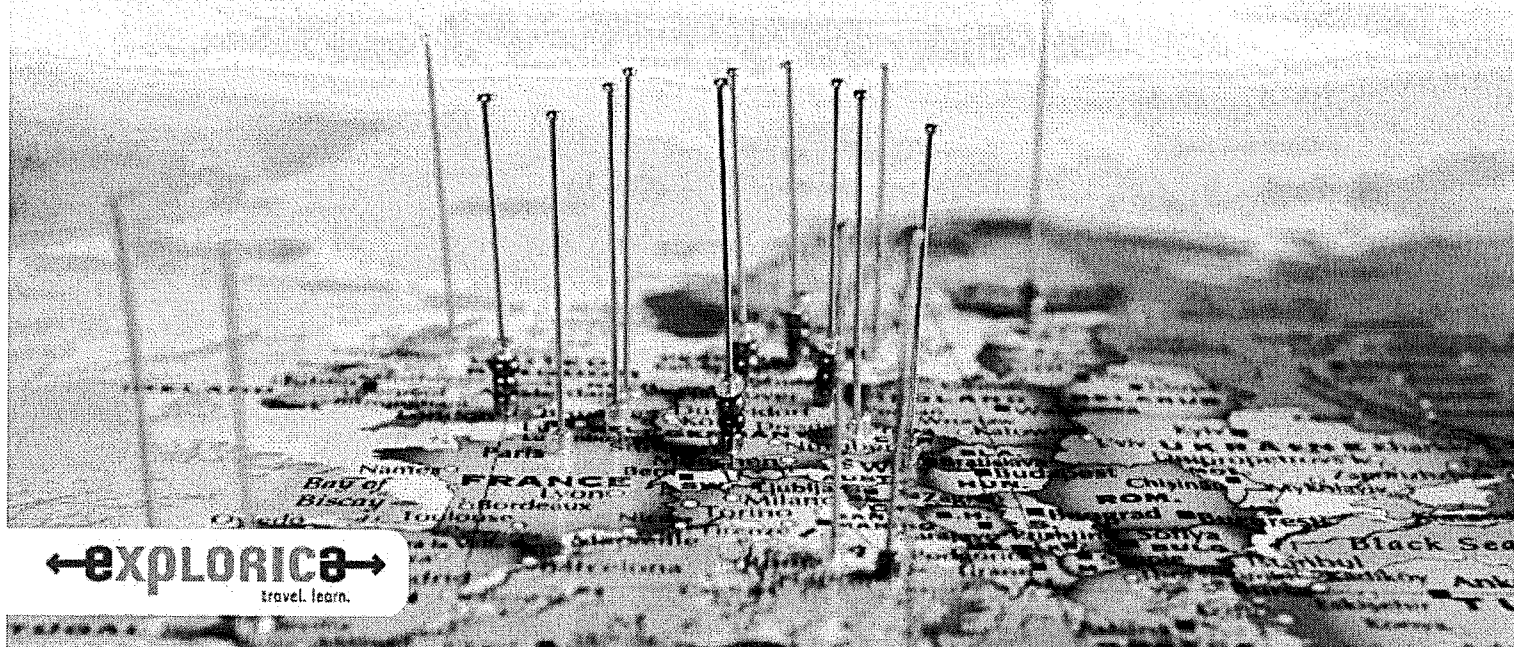
Date \_\_\_\_\_

# Participant Release & Binding Arbitration Agreement

I, the undersigned (or my parent or guardian if I am under 18 years old), an applicant for an educational tour provided by Explorica, Inc. (hereinafter referred to as "Explorica"), agree to the following:

- 1** Explorica, Inc., its owners, directors, officers, employees and affiliates, your sponsoring school, teachers, chaperones and group leaders, (collectively "Explorica") does not own or operate any entity which is to or does provide goods or services for your trip including, for example, ownership or control over hotels or other lodging facilities, airline, vessel, bus, van or other transportation companies, local ground operators, providers or organizers of optional excursions or equipment used thereon, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, Explorica is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, acts of government, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, or the threat thereof, overbooking or downgrading of accommodations, structural or other defective conditions in hotels or other lodging facilities, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, pests or insects, marine life or vegetation of any sort, dangers incident to recreational activities such as scuba diving, zip lining, snorkeling, paddle boarding, surfing, swimming, kayaking, sailing, canoeing, rafting, hiking, bicycling, rock climbing, etc., sanitation problems, food poisoning, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, illness, epidemics or the threat thereof or for any other cause beyond the direct control of Explorica. In addition, I release Explorica from its own negligence and assume all risk thereof.
- 2** My Explorica tour begins with the departure of the Explorica bus or take-off of the flight from my departure city and ends upon completion of the return flight or Explorica bus trip to the United States.
- 3** Without diminishing Paragraph 1 of this Agreement, I understand that Explorica is not responsible for me when I am apart from Explorica-organized activities, such as visits to friends or relatives, or during stay-ahead/stay-behind optional periods if the optional period does not include the services of an Explorica Tour Director.
- 4** If I become ill or incapacitated, Explorica, or my Group Leader, may take any action they deem necessary for my safety and well-being, including attempting to secure medical treatment (at my own expense) and/or transporting me home at my own expense.
- 5** I agree to abide by Explorica's regulations and the directions of my Group Leader or Explorica's personnel during my tour. Failure to do so may result in Explorica terminating me from the tour immediately. I understand that disobeying such rules or directions is cause for me to be sent home, at my own expense, with no right of refund.
- 6** I agree to abide by all local laws including those concerning drugs and alcohol. I understand that to abuse or disobey such laws is cause for me to be sent home, at my own expense, with no right of refund. I understand that I will be subject to the laws of the country I am visiting.
- 7** I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms or facilities, buses, ferries, trains, or cruise ships. I will indemnify Explorica and hold it harmless for any financial liability or obligation which I incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an Explorica tour.
- 8** I understand that both Explorica and my Group Leader reserve the right to refuse or cancel my enrollment for conduct which in either's sole discretion could impact the participant's ability to comply with trip regulations or which could impact the group's enjoyment of the trip and that in any such case standard cancellation fees will apply.
- 9** Explorica has the right to make changes in tour itineraries and departure dates and to modify transportation or lodging arrangements. In the event of changes being made, refunds will be given only in accordance with the provisions of the "Explorica Terms and Conditions" supplied herewith.
- 10** I understand that it is my responsibility to secure all necessary travel documents, including passport, visas, transit visa and any required travel insurance unless specifically arranged for the group by Explorica. Failure to do so does not constitute grounds for a refund except according to the normal cancellation guidelines as outlined in the "Explorica Terms and Conditions."
- 11** I acknowledge my choice to travel with the teacher or Group Leader organizing my group, and I understand that this choice is not the responsibility of Explorica. I understand that Explorica reserves the right to reassign my group to a replacement teacher or Group Leader should my original Group Leader be unable to, or determine not to, participate in the tour and that the standard cancellation policy will apply if I choose not to travel with the new Group Leader.
- 12** Any film or video likeness taken of me while participating in an Explorica program and any comments or statements made by me while participating in an Explorica program may be used in future promotional or other materials published by Explorica without payment of any consideration therefor.
- 13** I understand that as a participant or as a parent of a participant I authorize my first name and last initial to be included in an online roster.
- 14** This agreement, and the Terms & Conditions supplied herewith (collectively, "Agreement") constitute the entire agreement between Explorica and me. I understand that no warranty or representation not herein, including but not limited to any oral statements made to me by agents of Explorica or by my school or Group Leader, applies to any Explorica tour. This agreement may be amended or modified only in writing, signed by an Explorica officer at Explorica's main office in Boston, Massachusetts.
- 15** **BINDING ARBITRATION.** I agree that any dispute concerning, relating, or referring to this Agreement, the brochure, or any other literature concerning the tour, or the tour itself shall be resolved exclusively by binding arbitration in Boston, Massachusetts, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Massachusetts law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable.





## Custom Price Quote Rome

### Your Tour Details:

#### Group Leaders

*Cassandra Mea*

#### Departure Date

*February 15<sup>th</sup>, 2018*

#### Departure City

*Boston, MA*

#### Days on Tour

*8*

#### Free Place Ratio

*6:1 Free Place Ratio*

#### Program Consultant

*Chelsea Kelley*

### Your tour fee:

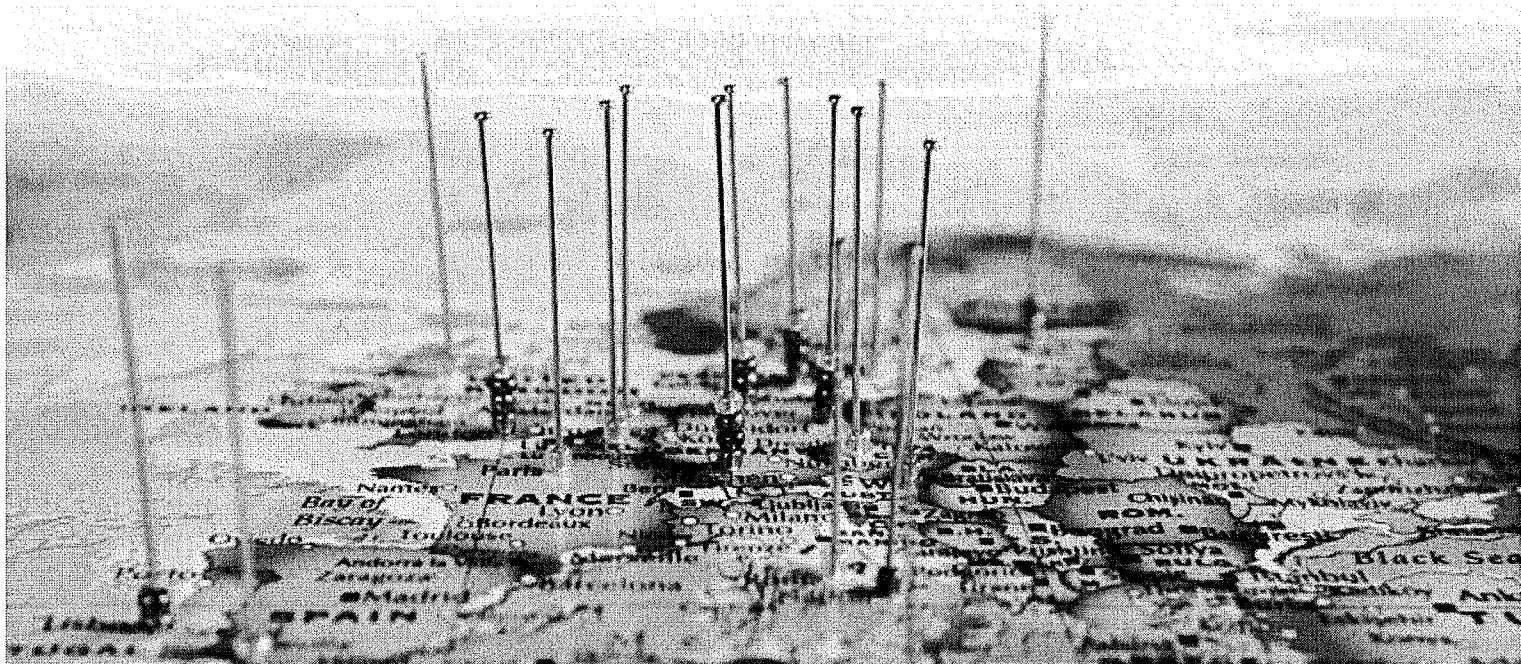
The **Tour Fee\*** displayed to your travelers will be based on 20 total travelers at \$2,980 per paying participant. Should your expected amount of total travelers change; the tour fee will be adjusted accordingly. Listed below are some approximate examples of how your Tour Fee\* might change based on the number of total travelers:

For this many TOTAL TRAVELERS,	the individual TOUR FEE would be:	Additional fees
40 +	\$ 2,948	<i>Adult fees: \$340</i>
35 - 39	\$ 2,974	
30 - 34	\$ 3,017	<i>On Tour Tipping - \$60</i>
25 - 29	\$ 3,076	<i>- \$250 Scholarship</i>
20 - 24	\$ 3,161	
15 - 19	\$ 3,295	<b>TOTAL STUDENT FEE: \$2,971</b>

### Important information about your Explorica custom tour:

- The tour fee posted on your TourCenter is based on your anticipated group size, as discussed with your Program Consultant prior to the creation of your TourCenter.
- Adults, 23 and older, will be charged a \$130 supplement plus a \$40/nt supplement† for a twin room. The rooming supplement for ferries and cruises will be \$75/nt.
- Total is calculated based on Tour Fee plus additional fees for full paying participants. Does not include additional adult supplement.
- Between 104 and 30 days prior to departure, we will reassess your Tour Fee based on your actual number of total travelers. A private group fee will be applied automatically and will be based on the number of total travelers you have within the ranges given.
- If your group size is smaller than that which the Tour Fee is based on, participants will be responsible for paying the increased amount. Alternatively, you may work with your Program Consultant to modify your itinerary to bring the cost down. In some cases it may also be possible to transfer to a standard consolidated tour (transfer fees will apply and not a guaranteed option).
- Explorica's standard Terms & Conditions and Release & Agreement apply. Please be sure that you and your participants read *Explorica's Terms & Conditions and Release & Agreement*.
- Please note that all Tour Fees are given per bus. Average bus size can accommodate 48 people.

This pricing valid until 2/28/17.



## Custom Price Quote

### *Rome*

### Your Tour Itinerary:

#### Day 1 Fly to Rome

#### Day 2 Rome

- › Rome City Walk
- › Campo De Fiori
- › Trattoria Dinner
- › Circus Maximus

#### Day 3 Rome

- › Ancient Rome Guided Sightseeing Tour:  
Arch of Constantine, Basilica of Maxentius,  
Temple of Romulus, Temple of Divus Julius,  
Palatine
- › Colosseum Visit, Roman Forum Visit

#### Day 4 Sorrento

- › Pompeii guided excursion
- › Herculaneum Visit
- › Sorrento City Walk
- › Overnight in Sorrento

#### Day 5 Ostia Antica

- › Ostia Antica City Walk
- › Catacombs visit
- › Overnight in Rome

#### Day 6 Rome

- › Vatican city walking sightseeing tour & visits
- › Domus Aurea & Mausoleum of Augustus
- › Overnight in Rome

#### Day 7 Tivoli

- › Hadrians Villa
- › Trastevere City Walk
- › Overnight in Rome

#### Day 8 End Tour

- › Fly home

**Arlington Public Schools  
Student Out of State and Travel Abroad Application**

Today's Date

February 6, 2017

Trip Leader Name

Graham Dimmock

Arlington High School

[gdimmock@arlington.k12.ma.us](mailto:gdimmock@arlington.k12.ma.us)

Science

(617) 259-7982 (cell)

Trip Destination: City(s)/Country

New York City

Dates of Trip

Departure Date: March 10, 2017

Return Date: March 13, 2017

Method of transportation Bus

Leaving from South Station

Purpose of Trip (check all that apply)

☒ Cultural

☒ Educational

☐ Home Stay

☐ Sister City

☐ Student Exchange

☐ Other (describe)

**Itinerary (attach additional documents as necessary)**

Please see [linked itinerary](#).

**22** students will be attending the conference.

**Describe the educational purpose and value of the trip?**

Model United Nations (MUN) is a student simulation of the proceedings of the United Nations. Students research the background of an assigned country, their country's position on the topics at hand, and prepare notes on possible solutions to the problems faced. Students then convene to debate their assigned topics with students representing the other UN member states. The goal is to identify solutions, by negotiation and consensus, on which many countries can agree.

The International Model United Nations Association (IMUNA) is a 501(c)(3) non-profit organization and a UN-recognized non-governmental organization that hosts Model UN conferences. Its flagship conference is the **National High School Model United Nations (NHSMUN)** Conference. Students that attend NHSMUN are treated to a truly unique experience. Students have the opportunity to meet with the permanent mission to the UN (embassy) of the country they are representing, a unique experience for them to engage directly with professional diplomats. Students can also attend a speakers series featuring experts on topics of international import. Students also break out into their committee simulations, where

they deliver speeches on their country's policy in an attempt to convince their peers of their country's point of view.

The simulation ends with a special session at the UN Headquarters, where students are seated in the General Assembly Hall that has hosted many of the most prominent heads of state from the past few decades. Students debate their final resolutions on the floor of the UN, then take formal votes on whether or not to pass each resolution.

In short, NHSMUN is the largest, best organized Model United Nations simulation in the world. It offers the opportunity to rub shoulders with professional diplomats from all over the world. It gives students a chance to learn about, mingle with, debate and build friendships with similarly motivated students around the U.S. and the world.

**If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?**

Students will be expected to notify teachers well in advance of the trip. They will make proactive plans to reschedule exams, complete scheduled assignments early, and make up for any work missed during their two days of absence.

**Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)**

The trip is offered to members of the AHS Model UN organization. No discrimination will be made based on grade level. We will strictly adhere to trip selection criteria in evaluating student fitness to attend.

**Cost of trip per student?**

22 students are attending

\$549.76 covers conference, hotel, and transport expenses.

**What is included in the trip?**

The NHSMUN conference, hotel stay for three nights and transportation to and from New York City. Breakfast each day at the hotel and transport to and from the UN building.

Please see conference itinerary.

**What is not included in the trip? What expenses will students incur during the trip?**

Students and chaperones will need to pay for dinner for three nights and lunch for four days. Students should plan to have \$120 for food.

**Other Chaperones**

Danielle Raad

AHS

[draad@arlington.k12.ma.us](mailto:draad@arlington.k12.ma.us)

Science

(978) 394-1778 (cell)

**How do students register for the trip? Is there a payment plan? Describe.**

Students register through the AHS MUN organization. The cost of the trip is broken up into three smaller payments.

**Is there a process in place for students who have difficulty paying for the trip?**

**Scholarships? Funds available? Fundraising available?**

Yes. The AHS MUN organization has been actively fundraising for this trip. This money will be used to support students who are less able to completely finance this trip. Students may request financial aid directly through the club's faculty advisor and aid will be granted on a case-by-case basis.

**Please list the name and contact information for the agency you are working with, if applicable.**

IMUNA (The International Model United Nations Association)

sg.nhsmun@imuna.org

(212) 652-9992

**Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)**

The conference takes place primarily at the New York Hilton Midtown, which maintains a comprehensive insurance policy.

**Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)**

In the event a school has to cancel, all fees will be refunded with the exception of a \$50 per-person non-refundable deposit (totaling \$1200). The deadline for cancellation with refund is March 7.

**Describe how you will factor emergency cash into the trip budget?**

Students will provide \$20 each for any emergency situation. The emergency cash will be refunded at the end of the trip if there have been no emergencies.

**Describe how you will communicate with parents before and during the trip.**

Cell phone and email

We will have wifi at the hotel.

**Describe how you will communicate with administration during the trip.**

Cell phone and email

REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

\*\*\*\*\*

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

Mary Villano

Name

2/28/2017

Date

Signature of Department Head

Name

Department

Date

Signature of Principal

[Signature]

Name

School

2/28/17

Date

Signature of Superintendent

Kathleen Bodes

Name

School

2/28/17

Date



## CONFERENCE SCHEDULE

*All sessions are in the New York Hilton unless noted otherwise.*

**NOTE:** The United Nations has confirmed its availability on Monday, March 13 for closing ceremonies. Given the nature of the venue, there is always a possibility that this availability could change, even at the last minute. In this scenario, we will utilize the **Alternate Conference Schedule** on the following page of this document, holding closing ceremonies at the Hilton, and opening ceremonies (Friday, March 10) at the UN Headquarters.

### Thursday, March 9

3:00 pm – 6:00 pm

4:00 pm – 6:00 pm

Early Registration

Rules of Procedure & Committee Briefings

Working Paper & Resolution Writing Workshops

Meet & Greet: Committee Dais Teams

### Friday, March 10

9:00 am – 4:00 pm

11:00 am – 4:00 pm

2:00 pm – 4:00 pm

Registration

Mission Briefings

Rules of Procedure & Committee Briefings

Working Paper & Resolution Writing Workshops

Meet & Greet: Committee Dais Teams

6:30 pm – 8:00 pm

9:00 pm – 11:15 pm

12:00 am

Opening Ceremonies

Committee Session I

Delegate Curfew

### Saturday, March 11

9:00 am – 12:00 pm

1:30 pm – 5:00 pm

7:30 pm – 11:00 pm

12:00 am

Mission Briefings and Speaker Series

Committee Session II

Committee Session III

Delegate Curfew

### Sunday, March 12

9:00 am – 12:00 pm

2:00 pm – 5:30 pm

5:45 pm – 6:15 pm

8:00 pm – 12:00 am

1:00 am

Committee Session IV

Committee Session V

NHSMUN Staff Interest Meeting

Delegate Dance

Delegate Curfew

### Monday, March 13

7:00 am

8:30 am – 10:00 am

9:30 am

11:00 am – 12:30 pm

Doors Open for Security Screening (Session I)

Closing Ceremonies, Session I (*United Nations*)

Doors Open for Security Screening (Session II)

Closing Ceremonies, Session II (*United Nations*)



## ALTERNATE CONFERENCE SCHEDULE

*All sessions are in the New York Hilton unless noted otherwise.*

### Thursday, March 9

3:00 pm – 6:00 pm  
4:00 pm – 6:00 pm

Early Registration  
Rules of Procedure & Committee Briefings  
Working Paper & Resolution Writing Workshops  
Meet & Greet: Committee Dais Teams

### Friday, March 10

9:00 am – 4:00 pm  
11:00 am – 4:00 pm  
1:45 pm – 3:45 pm

Registration  
Mission Briefings  
Rules of Procedure & Committee Briefings  
Working Paper & Resolution Writing Workshops  
Meet & Greet: Committee Dais Teams  
Doors Open for Security Screening (Session I)  
Opening Ceremonies, Session I (*United Nations*)  
Doors Open for Security Screening (Session II)  
Opening Ceremonies, Session II (*United Nations*)  
Committee Session I  
Delegate Curfew

### Saturday, March 11

9:00 am – 12:00 pm  
1:30 pm – 5:00 pm  
7:30 pm – 11:00 pm  
12:00 am

Mission Briefings and Speaker Series  
Committee Session II  
Committee Session III  
Delegate Curfew

### Sunday, March 12

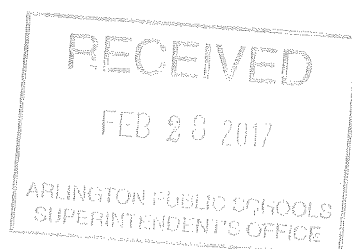
9:00 am – 12:00 pm  
2:00 pm – 5:30 pm  
5:45 pm – 6:15 pm  
8:00 pm – 12:00 am  
1:00 am

Committee Session IV  
Committee Session V  
NHSMUN Staff Interest Meeting  
Delegate Dance  
Delegate Curfew

### Monday, March 13

8:45 am  
9:15 am – 11:00 am


Doors Open for Closing Ceremonies  
Closing Ceremonies (*Grand Ballroom, Hilton*)





**DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE  
OF TRAVEL EXPENSES SERVING A LEGITIMATE PUBLIC PURPOSE  
AS REQUIRED BY 930 CMR 5.08(2)(d)1.**

	<b>NON-ELECTED PUBLIC EMPLOYEE INFORMATION</b>
Name of <b>non-elected</b> public employee:	Kathleen Bodie
Title/ Position	Superintendent of Schools
Agency/ Department	Arlington Public Schools
Agency address:	869 Massachusetts Ave Arlington, MA 02476
Office phone:	781-316-3501
Office e-mail:	kbodie@arlington.k12.ma.us
<b>Write an X to confirm each statement.</b>	<p>I am filing this disclosure because:</p> <p><input checked="" type="checkbox"/> <u>X</u> I am going to engage in an activity that serves a legitimate public purpose, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality; and</p> <p><input type="checkbox"/> <u>X</u> A non-public entity (but not a lobbyist) has offered to reimburse, waive or pay travel expenses and costs worth more than \$50.</p>
	<b>ACTIVITY THAT SERVES A LEGITIMATE PUBLIC PURPOSE</b>
Describe the activity which is the reason for traveling.	Professional development and leadership networking at national conference of school superintendents
Describe your participation in the activity.	Participation in conference meetings and presentations that will focus on school improvement strategies, mobile learning, social media, online and virtual schooling, curriculum and assessment, special education, interactive classroom technology, health and wellness, and business and finance
Date, time and location of activity.	March 22 – 25, 2017 Colorado Springs, CO
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	The agenda topics for the conference align with initiatives in the Arlington Public Schools, as well as challenges facing the district. The conference will provide an opportunity to meet with school superintendents from around the country to learn from each other about issues relevant nationally.

	<b>TRAVEL EXPENSES</b>
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	The Superintendents Summit is being conducted by the District Administration Leadership Institute, a professional development association of District Administration magazine for school district executives. The Institute produces events, publications and interactive forums designed to increase the excellence of K-12 education.
Address of person or organization.	District Administration Magazine 35 Nutmeg Drive, Suite 205 Trumbull, CT 06611
<b>Provide information in as much detail as possible:</b>	<b><i>Itemization and explanation of amounts offered:</i></b>
Transportation:	<i>Air, train, bus, and taxi fare and rental car hire, etc.</i> \$400
Lodging:	<i>Overnight accommodations.</i> \$175/night plus taxes (\$54.75/night) Total:\$689.25
Meals:	<i>Breakfast, lunch, dinner, special events.</i> Included in conference
Admission:	<i>Registration, admission, tickets, etc.</i> NA
Other (please list):	<i>Refreshment, instruction, materials, entertainment, etc.</i>
Total:	\$1,089.25
<b>Write an X beside any statement that applies.</b>	___ I have attached the relevant itinerary. __X__ I have attached the relevant agenda.
Employee signature:	
Date:	February 27, 2017

**Attach additional pages if necessary.**

**Complete the disclosure and submit it to your appointing authority.**

## DETERMINATION BY APPOINTING AUTHORITY

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	Arlington School Committee Arlington, MA
Agency and Title/Position:	
Agency address:	869 Massachusetts Ave Arlington, MA 02476
Office phone:	781-316-3540 (School Committee Secretary)
Employee who filed the disclosure:	Kathleen Bodie
	<b>DETERMINATION</b>
<b>To give approval, check <u>both</u> statements.</b>	<p>Upon consideration of the facts disclosed by the employee above, I find that:</p> <p>— Acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND</p> <p>— Such public purpose outweighs any special non-work related benefit to the employee or the person providing the reimbursement, waiver or payment.</p>
Reason that the employee's travel or attendance will serve a legitimate public purpose:	
Appointing Authority signature:	
Date:	

Attach additional pages if necessary.

The appointing authority should maintain the disclosure as a public record  
and give a copy of any signed determination to the employee.



The agenda below is from a previous summit. The session titles will change.

## Agenda

---

Wednesday, March 22, 2017

2:00 PM - 6:00 PM	<b>Registration Open</b>
5:30 PM - 6:30 PM	<b>Welcome Reception</b>
6:30 PM - 10:00 PM	<b>Small Group Dinners</b> Your group dinner location will be provided during the opening reception.

Thursday, March 23, 2017

7:45 AM - 8:30 AM	<b>Breakfast</b>
8:30 AM - 9:00 AM	<b>Welcome and Opening Remarks</b>
9:00 AM - 9:25 AM	<b>Learning is NOT Linear</b>
9:25 AM - 9:50 AM	<b>Sherpas In The Future of Education</b>
9:50 AM - 10:15 AM	<b>Improving Elementary Student Outcomes During Non-Instructional Time</b> A New Look at After School Programming and Recess
10:15 AM - 10:45 AM	<b>Break</b>
10:45 AM - 11:10 AM	<b>Birds of a Feather Discussion I</b>



11:10 AM - 11:35 AM	<b>Beyond Spreadsheets and Slides: How Blended and Virtual Reality is Transforming Education</b>
11:35 AM - 12:00 PM	<b>The Yin and Yang of Testing: Maintaining Balance in Your Assessment Practices</b>
12:00 PM - 1:00 PM	<b>Luncheon</b>
1:10 PM - 1:35 PM	<b>Using Group Insight to Build Trust and Inform District Decisions</b>
1:35 PM - 2:00 PM	<b>Path to Proficiency: How Mastery Learning is Supercharging Student Growth</b>
2:05 PM - 3:05 PM	<b>Roundtables</b>
3:05 PM - 6:30 PM	<b>Personal Time and Optional Group Activities</b>
6:30 PM - 7:00 PM	<b>Reception</b>
7:00 PM - 10:00 PM	<b>Dinner and Entertainment</b>

Friday, March 24, 2017

---

8:00 AM - 8:45 AM	<b>Breakfast</b>
8:45 AM - 9:10 AM	<b>Morning Remarks</b>
9:10 AM - 9:30 AM	<b>Birds of a Feather Discussion II</b>
9:30 AM - 9:55 AM	<b>Edupreneurship: Oxford Virtual Academy</b>
9:55 AM - 10:20 AM	<b>It's the Journey Not the Destination in 21st Century Learning</b>
10:20 AM - 10:35 AM	<b>Break</b>





10:35 AM - 11:00 AM	<b>We are in this Together: Public-Private Partnerships in Special and At-Risk Education</b>
11:00 AM - 12:00 PM	<b>Roundtables</b>
12:00 PM - 1:00 PM	<b>Luncheon</b>
1:00 PM - 2:00 PM	<b>Drill Down Sessions</b>
2:00 PM - 2:30 PM	<b>Closing Remarks, Prize Drawings &amp; Ice Cream</b>





## Town of Arlington, Massachusetts

---

### 8:45 PM Subcommittee & Liaison Reports & Announcements

#### Summary:

- *Budget, Kirsi Allison-Ampe, MD. (Chair)*
- *Community Relations, Cindy Starks, (Chair)*
- *District Accountability, Curriculum/Instruction & Assessment, CIAA) Paul Schlichtman, (Chair)*
- *Vote Superintendent's Evaluation Timeline Second Read*
- *Facilities, Jeff Thielman (Chair)*
- *Policies & Procedures, Bill Hayner (Chair)*
- *School Enrollment Task Force, Bill Hayner, Cindy Starks, Jeff Thielman*  
*Gibbs Committee, Cindy Starks*
- *Legal Services Review, Bill Hayner and Len Kardon*
- *Warrant Committee, Bill Hayner*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*

#### ATTACHMENTS:

Type	File Name	Description
▢ Minutes	Budget_Subcommittee_Aproved_Minutes_2017-01-25.docx	Budget Minutes 1/25 2017 approved
▢ Minutes	Community_Relations_Meeting_November_2016_approved.docx	Community Relations Minutes Nov approved
▢ Minutes	Community_Relations_Meeting_January_2017_approved.docx	Community Relations Minutes Jan approved
▢ Minutes	Community_Relations_Meeting_February_27_2017_draft.docx	Community Relations Feb draft
▢ Minutes	Community_Relations_Meeting_February_27_2017_draft.docx	Community Relations Feb draft
▢ Second Reading	Superintendent_Evaluation_Process_and_Procedures__2nd_Read.pdf	Supt Evaluation Process

## APPROVED MINUTES

Budget Subcommittee  
Arlington School Committee

Meeting Minutes  
Monday, January 25th, 2017, 5:30 p.m.

### Attendance

Subcommittee Members: Kirsi Allison-Ampe M.D., , Len Kardon, Paul Schlichtman  
(arrived 5:40pm)  
District Leadership: Kathleen Bodie, Ed.D., Laura Chesson, Ed.D. Diane  
Johnson

The meeting was called to order at 5:30 p.m.

1. There was no public participation.
2. Draft minutes of January 10th, 2017 were approved.
3. FY2018 Budget:

Since our last meeting, the administration has done a very intensive look at the budget, looking for places where money could be saved. They presented a list of cuts totaling potential savings of \$730k. They also presented a list of potential additions that could be funded from these savings, based on the FY2018 priorities that have already been discussed.

Some clarifications to their lists follow.

#### Cuts:

- Student Data professional and tech services was funding for consultants, not needed now
- Stipend reductions are to be a lump sum of 60k, not earmarking specific areas yet
- Kindergarten TAs are being cut in various amounts so that the aid per classroom is equal across the district

#### Budget Priorities/additions:

- Salary for elementary teachers is changed to actual amount seen in FY2017
- Assistant principals line item is really intended to be “assistance to principals” and will take a variety of forms, including part-time assistant principals, as well as other administrative help
- Dean for AHS not added back, but several things will ease pressure on administration:
  - new Director of Wellness & Guidance will offload some work currently done by deans
  - Some administrative work will be outsourced
  - A portion of extra teachers at AHS (~ 0.2-0.4 out of 2.0 FTE) will be administrative support

## APPROVED MINUTES

### 4. Discussion: use of Special Education Circuit Breaker in funding FY2018 budget

The administration would prefer that the circuit breaker remain untouched, but there is still interest from the subcommittee in potentially using a small portion of the circuit breaker. However, for two reasons (the new proposal of cuts and additions, and the lack of a specific proposal for circuit breaker use this year and next), the subcommittee opted not to forward a specific recommendation to the full School Committee at this time. Rather we will bring up the idea again and see what is the sentiment of the full committee given the administration's new proposal.

### 5. Capital expenses

The capital plan process as well as current APS projects on the capital plan were reviewed. Capital plan submissions are due at the end of August. They include things needed urgently (in the next year) and things needed 5 years out.

Notes on specific items:

- Bishop and Hardy need bricks resealed every 10 years, they are scheduled to be done around 5 years apart□
- Conversion of science classrooms to regular ed classrooms (Dallin, Brackett) has been on list for a couple years, needed to make classrooms a better environment for students□
- Playground upgrades include a study to determine needs and then funding to address them in subsequent years□
- Current funding for tech does not allow for replacement cycle of less than 5 years□

Going forward, members of the subcommittee would like the School Committee to see the Capital plan list once available in the fall.

### 6. Warrant update: establishing Special Education reserve account, transfer of funds

KB has emailed Doug - she's going to call tomorrow

### 7. Budget Outreach

Scheduling:

- Thompson - can't do 2/8, maybe 3/8, 4/12, 7pm, can invite others□
- Bishop - next mtg 2/8, or 3/8, 7pm or 8pm — Paul□
- Stratton - 2/8 is too busy, 3/8 or later?□
- Dallin - Bill already did presentation for us□
- OMS - have told me they want to do it but I haven't heard back — Bill and me□
- should we do one in SC room, maybe even with ACMI? Subcommittee thinks yes

### 8. Meeting adjourned at 6:45 pm.

Community Relations Meeting Monday, November 14, 2016  
Meeting called to order at 4:32pm

Attendance:

- Cindy Starks
- Kathy Bodie
- Jennifer Susse
- Len Kardon

Public Participation:

None

Approval of draft minutes from last meeting (10/16):

Change Super coffee from 7 to 7:30-9

- Approve with change moved by: Jennifer
- seconded by: Len
- Approved

Any update on dashboard?

No further work has been done as of yet.

Still planning for January release.

Will try to get an update again in December.

Any update on creation of union negotiation planning groups?

No update, first meeting this Friday (11/18/16).

Think about the year and what we want to do with forums, etc.:

- November 14 7am – superintendent coffee – how did it go? About 25 people there, went very well. Will have another one in January and then again perhaps in May.
- Any further thoughts on parent university? That would be for a future year.

We are thinking about having forums at these times, but did not flush out the details.

- Common Core/Educational Vision and how they are related (Spring-April/May, integrate into technology showcase “Reimagining Education”) – still need to think about how we can integrate with this event, if possible.

- Homework (February/March) – not sure what the goal on this one is and how we address the differences that we are going to see elementary/middle/high school. Believe that there is usefulness in the discussion, but want to make sure it is well directed and that people feel their time is used well.

We talked about inviting the Vision 2020 education group to our next meeting to see what they are thinking and what they want to do. Figure out ways to work together.

School Committee open office hours – idea was well received at school committee meeting. Wanted to figure out how often? How long?

We thought that perhaps we should do 2 people there each time.

We would have it the first Saturday of the month each month at Kickstand Café from 11-12.

We would start in December.

Cindy will create a sign-up sheet and send it around.

It was suggested we run it by Doug H first, just to make sure, so Cindy sent email on 11/14. Doug's response is that there is no issue with this and that he thought it was a great idea that he hoped the public took advantage of.

Talked about the fact that there is a shortage of after school spaces in the after school programs at many elementary schools.

Meeting adjourned at 5:15 pm.

Community Relations Meeting Monday, January 23, 2017  
Meeting called to order at 5:15 pm

Attendance:

- Cindy Starks
- Kathy Bodie
- Jennifer Susse (5:30)
- Laura Chesson
- Bill Hayner

Public Participation:

None

No copies of draft minutes from last meeting (11/16), will approve next meeting.

Dashboard

- Enrollment - all set
- Budget - all set
- Student Outcomes – will link to DESE Arlington web page
- Staffing – would like to see total numbers: admin, teachers, support staff, other; Diversity of staff (pie chart)
- Technology – would like to see at each level how much technology we have, etc.

Union negotiation planning groups being created for these topics:

- Calendar
- Elementary ½ day
- Evaluation
- Flex Days

Forums/Talks/Etc

- Vision 2020 & Schools – Reimagining Education (March) and might integrate with technology showcase

- Homework – decided that although much is going on, this is more informational and will be rolled into the superintendent's monthly update

- Keep thinking about parent university perhaps for next year

Vision 20/20 education group – still working, next meeting is 2/9

School Committee open office hours:

- Go over notes from Jeff & Bill
- Cindy creating sign and getting to next team for February
- People should keep track about what they are asked



- All slots are now full – Cindy shared schedule and will remind people about their days

Will plan another superintendent's coffee in March.

Meeting adjourned at 6:15 pm.

Community Relations Meeting Monday, February 27, 2017  
Meeting called to order at 5 pm

Attendance:

- Cindy Starks
- Kathy Bodie
- Jennifer Susse
- Len Kardon
- Juli Brazille (Vision 2020)
- Scott Lever (Vision 2020)
- Ann Pirone (AEEF)
- Laura Chesson

Public Participation: None

We spoke about the Reimagining Education forum happening on 3/9.

- Laura Chesson showed us a flyer they have drafted up and explained how they thought it might go
- We talked about the flyer and made suggestions to that
- Several ideas were tossed around about how to organize the town hall
- Discussed how & where to publicize
- Talked about the possibility of video taping or at least putting up slides and information
- AEF will have a table and highlight those talks that were funded by them – they will capture attendee information
- Vision 2020 will also have a table – they will be collecting feedback
- More information will be available at the end of the week from Laura to Scott

Spoke about Vision 2020 Education group and how we can work more closely with School Committee and schools

- Scott talked about the outcomes of their visioning meetings – wants to have some working with administration & school committee to explain how we do these things and how we can make sure we are heading towards the goals that were expressed. Scott is working on figuring out the data and once he has that pulled together, we will figure out next steps to get some information from the schools.
- Impacts of national goings on in our schools – immigration, Devos, transgender, funding – how do we inform? Who is best to give this information? Thought perhaps a state elected official? Jennifer will follow up with people she knows.
- Travel ban on 7 countries and we have 7 elementary schools – any chance we can throw this out to ART, HISTORY, etc. so that they could plan something for next year. Laura Chesson will bring up with academic leaders.

Draft minutes from last meeting (1/17), and meeting before (11/16).  
Motion to approve the minutes amending 20/20 to 2020 in both.  
Made by Jennifer, seconded by Len – all approved.

#### Choice for Human Rights Commission

- We have received 3 resumes of people interested being on the committee
- Discussed how we should go about choosing
- Jennifer will call and connect and make sure they are all still interested and meet with them and bring back her information to our next meeting

Pride Commission – we agreed that we are amenable to taking part and making an appointment should this commission be created during town meeting.

#### Buffer zones

- Talked about ground rules – should they stay the same or change?
- What is the driving force behind needing to change these? What criteria should we use?
- What zones need growing? Any need shrinking?
- Timing – at this point we cannot effect next year's placements, so at this point we are figuring out the process and the data for next Fall.
- Discussed how some other districts handle this – Len will send around language he has found

Meeting adjourned at 6:35 pm.

Community Relations Meeting Monday, February 27, 2017  
Meeting called to order at 5 pm

Attendance:

- Cindy Starks
- Kathy Bodie
- Jennifer Susse
- Len Kardon
- Juli Brazille (Vision 2020)
- Scott Lever (Vision 2020)
- Ann Pirone (AEEF)
- Laura Chesson

Public Participation: None

We spoke about the Reimagining Education forum happening on 3/9.

- Laura Chesson showed us a flyer they have drafted up and explained how they thought it might go
- We talked about the flyer and made suggestions to that
- Several ideas were tossed around about how to organize the town hall
- Discussed how & where to publicize
- Talked about the possibility of video taping or at least putting up slides and information
- AEF will have a table and highlight those talks that were funded by them – they will capture attendee information
- Vision 2020 will also have a table – they will be collecting feedback
- More information will be available at the end of the week from Laura to Scott

Spoke about Vision 2020 Education group and how we can work more closely with School Committee and schools

- Scott talked about the outcomes of their visioning meetings – wants to have some working with administration & school committee to explain how we do these things and how we can make sure we are heading towards the goals that were expressed. Scott is working on figuring out the data and once he has that pulled together, we will figure out next steps to get some information from the schools.
- Impacts of national goings on in our schools – immigration, Devos, transgender, funding – how do we inform? Who is best to give this information? Thought perhaps a state elected official? Jennifer will follow up with people she knows.
- Travel ban on 7 countries and we have 7 elementary schools – any chance we can throw this out to ART, HISTORY, etc. so that they could plan something for next year. Laura Chesson will bring up with academic leaders.

Draft minutes from last meeting (1/17), and meeting before (11/16).  
Motion to approve the minutes amending 20/20 to 2020 in both.  
Made by Jennifer, seconded by Len – all approved.

#### Choice for Human Rights Commission

- We have received 3 resumes of people interested being on the committee
- Discussed how we should go about choosing
- Jennifer will call and connect and make sure they are all still interested and meet with them and bring back her information to our next meeting

Pride Commission – we agreed that we are amenable to taking part and making an appointment should this commission be created during town meeting.

#### Buffer zones

- Talked about ground rules – should they stay the same or change?
- What is the driving force behind needing to change these? What criteria should we use?
- What zones need growing? Any need shrinking?
- Timing – at this point we cannot effect next year's placements, so at this point we are figuring out the process and the data for next Fall.
- Discussed how some other districts handle this – Len will send around language he has found

Meeting adjourned at 6:35 pm.

**Superintendent Evaluation Process and Procedures (FY17)**  
**Proposed by the Curriculum, Instruction, Assessment and Accountability Subcommittee**  
**First Reading: January 26, 2017**

Timeline and Policy Requirements

Per policy CBI, the annual evaluation cycle for the Superintendent is from July 1<sup>st</sup> through June 30<sup>th</sup> each year. The Superintendent has until September 30<sup>th</sup> to present evidence on the previous year's approved goals. The format for the evaluation of the Superintendent is defined in Policy CBI-E.

The consensus of the School Committee at its January 21, 2017 retreat was that the Committee should use the current "End-of-Cycle Summative Evaluation", Policy CBI-E, for FY17. The Policy and Procedures subcommittee, however, will be meeting to evaluate changes to Policy CBI-E for FY18.

At the retreat, the Committee agreed to have a presentation of the District's progress on all FY17 goals at a meeting in the early fall of 2017, prior to the Superintendent's evaluation. The presentation would inform School Committee members' evaluation of the Superintendent in November.

The Policy and Procedures subcommittee intends to meet to consider amending Policy BA-E, the Overarching Goals of the Arlington School Committee, to include a timeline by which a report on goals shall be presented to the School Committee by the Superintendent. The Committee also will consider amending Policy CBI to create a schedule by which the Superintendent presents her draft goals to the School Committee for approval.

Purpose of this memo

The purpose of this memo is to outline, per Policy CBI and CBI-E, the following criteria for the FY17 evaluation of Superintendent Kathleen Bodie:

- The Professional Practice, Student Learning and District Improvement Goals (Step 1 in Policy CBI-E) selected by the Superintendent and approved by the School Committee and the evidence required to show progress on each; and
- Evidence requested by the School Committee to evaluate the Superintendent on the four standards (Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture) in Step 2 of the current evaluation form (Policy CBI-E).

Step 1:

- **Professional Practice Goal**
  - By June 30, 2017, complete the physical design of the Gibbs School and complete a written summary of the process by which the district will develop an academic, extracurricular, and socio-emotional program, including an academic schedule, for the 6<sup>th</sup> Grade program at the Gibbs.
  - Evidence required:
    - The physical design plan

- List of meetings with the public and other stakeholders
  - Outline of the process by which the academic, extracurricular and socio-emotional program will be developed for the 6<sup>th</sup> grade program at Gibbs.
- **Student Learning Goal**
    - Written, refined vision and program for Arlington High School, ready for submission to the Massachusetts School Building Authority (MSBA).
    - Evidence required
      - Written vision statement and program plan for Arlington High School.
  - **District Improvement Goal**
    - Report on the completion of all documentation required in the Eligibility Period (modules 1-2) in the MSBA process for Arlington High School.
    - Evidence Required
      - Written report.

## Step 2: Assess Superintendent's Performance on Standards

Following the same practice applied to our teachers, the School Committee has selected three pieces of evidence the Superintendent must present to show progress on each standard in Policy CBI-E:

- **Standard 1: Instructional Leadership**
  - Evidence, including standardized test scores, of the progress the district has made in closing the academic achievement gap in the Arlington Public Schools.
  - Report of the District's work in the MAPLE Consortium (The Massachusetts Personalized Learning Edtech Consortium) to further the growth of personalized learning in grades K-12 in Arlington.
  - Report of all common assessments administered in Arlington Public Schools in 2016-17. The report should include the subject and grade level of each common assessment.
- **Standard 2: Management and Operations**
  - Superintendent's budget and Town Meeting report.
  - Summary of the District's safety protocols.
  - Summary of onboarding procedures for new staff and guidelines for recruiting new teachers and staff.
- **Standard 3: Family and Community Engagement**
  - Schedule of workshops for parents sponsored by the district and parent forums for the Gibbs School design.
  - Parent-Teacher Conference Schedule

- Audit Report from the Massachusetts Department of Education (DESE) on English Language Learner, Special Education, and Civil Rights in the Arlington Public Schools.

- **Standard 4: Professional Culture**

- Written summary of the cultural proficiency professional development provided to administrators.
- School Committee members review of all communication, written and oral, by the Superintendent, including newsletters, memo, the budget presentation to Town Meeting, and any report associated with building and other projects.
- Report on the number of grievances with the School Department's collective bargaining units and whether those grievances were resolved or not. (Note: we are not requesting specific information about any grievance or the personnel involved). Also, a log of meetings scheduled with the AEA President, the Superintendent's Teacher Advisory Committee and the with AEA representatives to collaboratively discuss and work through issues of mutual interest as part of the negotiation process.





## Town of Arlington, Massachusetts

---

### 9:05 PM Executive Session

#### Summary:

- *To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and /or nonunion in which if held in an a open meeting may have a detrimental effect.*
- *To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting may have a detrimental effect, Collective bargaining may also be conducted.*
- *To discuss Security and Safety*
- *To discuss Open Meeting Law Violation Complaint*
- *Negotiations Update*
- *AEA MOA Agreement for Kindergarten Teachers 2017/2018.*
- *Vote to approve the following Executive Session Minutes: January 26, 2017*

#### ATTACHMENTS:

Type	File Name	Description
------	-----------	-------------



## Town of Arlington, Massachusetts

---

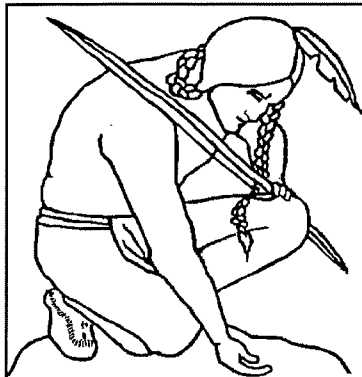
### Correspondence Received:

#### Summary:

- Rome, Italy Trip 2018
- Monthly Financial Reports, 1/30/2017 and 2/22/2017
- FY 18 Superintendent's Proposed Budget
- Warrant 2/9/2017
- Draft Minutes 2/14/2017 and 2/16/2017
- LWV February 2017
- January Superintendent's Newsletter
- Open Meeting Law Violation Complaint Form
- Dallin Artwork
- Approval form for Travel Expense for Superintendent
- Model United Nations, March 10, 2017 NYC Trip approval
- Boston Globe Article, February 28, 2017
- Commissioners Weekly Update, February 24, 2017
- Doug Heim memo
- Budget Motion from 3/1/2017 Subcommittee
- Circuit Breaker History
- Approved Budget Minutes January 25, 2017
- Approved Community Relations Minutes November 14, 2016
- Approved Community Relations Minutes January
- Draft Community Relations Minutes February 27, 2017
- Patriots Day Parade invite April 23, 2017
- Warrant For Annual Town Meeting and Special Town Meeting

#### ATTACHMENTS:

Type	File Name	Description
▢ Correspondence	LWV_JAN_2017.pdf	LWV Jan 2017 Newsletter



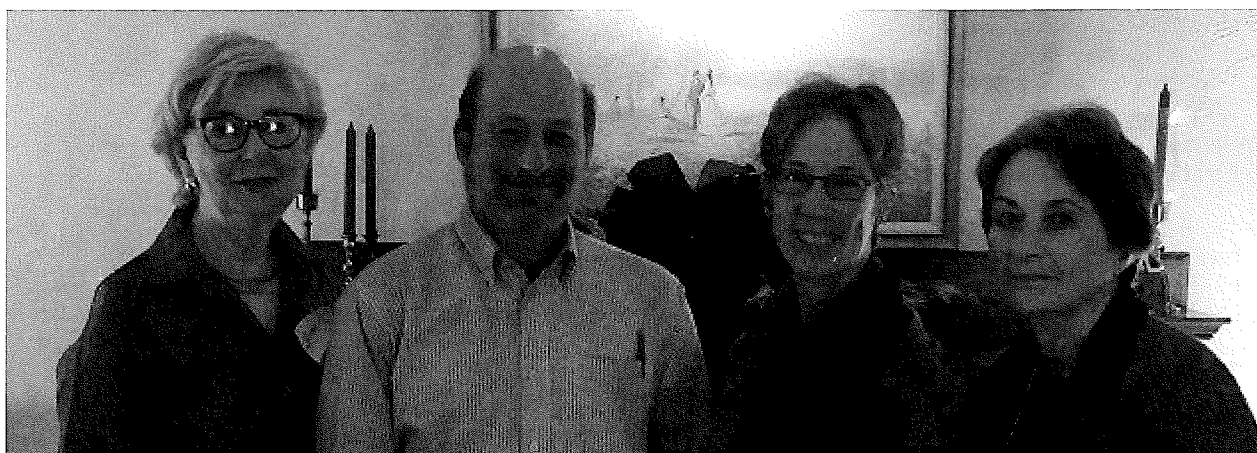
# BULLETIN

League of Women Voters  
Arlington, Massachusetts  
[www.lwva.com](http://www.lwva.com)

## January 2017

### Calendar

1/8	Sunday 1 p.m.	LWVMA Charter School Study Consensus Meeting, Sanborn House, 15 High St., Winchester. Details on page 3.
1/9	Monday 7 p.m.	LWVA Board Meeting at Angela Olszewski's home, 1 Watermill Place, Apt. 428. Directions on page 6. If it snows, we'll meet Tuesday, January 10.
1/16	Monday 7:30 p.m.	Dr. Martin Luther King, Jr. Birthday Observance, Town Hall. Doors open at 6:45 with light refreshments. Details on page 5.
2/6	Monday 7 p.m.	LWVA Board Meeting at Kim Haase's home, 88 Park Ave., Apt. 401. Directions will be in February Bulletin.



Co-host Joan Robbio, guest speaker Marc Breslow, Action VP Patti Muldoon, and Co-president Carolyn Parsons at the LWVA Holiday Party December 7. See story on page 7.

*Photo by Phyllis Maddox*

We extend a warm welcome to our newest members:

Amy Pearsall, 78 Beverly Road

Diana Eastman, 55 Trowbridge Street

Carolyn Parsons and Angela Olszewski: Co-Presidents  
[CarolynMParsons@msn.com](mailto:CarolynMParsons@msn.com), [amolszewski@gmail.com](mailto:amolszewski@gmail.com)  
Ann FitzGerald: Membership [AnnFitz@rcn.com](mailto:AnnFitz@rcn.com)

Kim Haase: Bulletin Editor [c.haase@comcast.net](mailto:c.haase@comcast.net)  
Margaret Reiners: Bulletin Mailing [mlreiners@gmail.com](mailto:mlreiners@gmail.com)

## Co-President's Message

As the weather becomes colder and snow starts to fly, our civic season shifts from national and state to local.

The warrant for annual Town Meeting is open, accepting items that will be debated and voted upon this spring. Notices have gone out to candidates seeking re-election and the rules and calendar are posted for those seeking to run for office.

Town departments and committees are submitting proposed budgets for the next fiscal year.

Soon, the Redevelopment Board, Finance Committee, and Board of Selectmen will begin hearings for articles under their respective purviews.

The LWVA will begin planning for Candidates Night Tuesday, March 21 (save the date!).

Now is a great time to become more involved in local government. Consider running for Town Meeting, attending a warrant article hearing, or volunteering to help with the League's voter service activities. Whether you are new to the LWVA or a veteran member, your participation is welcomed and appreciated.

Wishing you all a happy, healthy new year!

*Angela Olszewski*

### Election Dates to Remember:

The deadline for current Town Meeting members who are running for re-election to notify the Town Clerk of their intention is **Monday, February 6**.

The deadline for obtaining nomination papers to run for Town office (including Town Meeting) is **Thursday, February 9**.

The deadline for submitting completed nomination papers for Town office is **Thursday, February 16**.

See <http://arlingtonma.gov/home/showdocument?id=32942> for a full election calendar.

### LWVA LEADERSHIP 2016-2017

Carolyn Parsons, Co-President	781-646-9309
Angela Olszewski, Co-President	781-648-8649
Meredith Zona, Organization VP	781-648-2753
Patricia Muldoon, Action VP	781-648-1019
Joan Martin, Local Action VP	781-646-0752
Kathleen Colwell, Treasurer	781-646-4522
Anne Linn, Secretary	781-643-0356
Elizabeth Thompson, Voter Service	781-646-5942
Ann FitzGerald, Membership Director	781-646-9711
Katharine Fennelly, Voters' Guide	781-648-1794
Kim Haase, Bulletin Editor	781-643-3429
Margaret Reiners, Bulletin Mailing	781-646-9611
Janice Bakey, Email Coordinator	781-643-4345
Phyllis Maddox, Webmistress	781-646-4362
Colleen Kirby, Board Member at Large	781-648-2447

The BULLETIN is published monthly except during the summer and December by the League of Women Voters of Arlington, PO Box 461, Arlington, MA 02476.

## Consensus Time for LWVMA Charter Study

*By Patty Shepard, League of Women Voters of Winchester*



**Come to Winchester's Sanborn House, 15 High Street, Winchester, on Sunday, January 8, 2017 from 1 to 4 p.m. for the League of Women Voters Charter School Study Consensus Meeting. Snow date: 1/22/17.** It's YOUR chance to help shape League policy on this important subject. The Winchester League is pleased to be partnering with the Arlington League again this year.

During the program planning process to select LWVMA priorities for the 2015 - 2017 biennium, local Leagues suggested a study on charter schools because of the continuing public debate about charter school funding, numbers, location, authorization, outcomes and accountability. Recognizing that LWVMA did not have positions that specifically focused on charter schools, members proposed and the Board agreed that a study was necessary to allow LWVMA to participate in the development of policy and legislation regarding charter schools. The purpose of this study is to determine where we have agreement, so that the state board can draft a League position related to charter schools. Once we have such a position, we will be able to support, oppose and suggest changes to legislation, take stands on charter school issues and contribute to the conversation.

Please review the League materials at the website below where you can access all the information you will need to be ready for the consensus meeting.

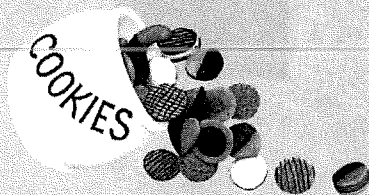
**<https://lwmva.org/member-resources/charter-school-study/>**

The "Fundamentals" section provides a general overview of charter schools. The "Funding Massachusetts Charter Schools" section explains the current funding process and is crucial for understanding the issues. There is also a glossary and list of additional reading. The Guide also includes the Consensus Questions as well as Pro and Con Arguments. All of these documents will give you background for tackling the consensus questions.

Join us for what promises to be a stimulating discussion. Please read the background material in the Charter School Study Guide and plan to bring your own copy of the consensus questions to the meeting in January.

[*Editor's Note:* The consensus questions appear in the LWVMA November/December 2016 Bulletin at <http://lwvma.com/bulletins/NovDec16.pdf>, and also on the Charter School Study website.]

# LAKOTA BAKERY



781 646-0121

Tuesday-Friday  
8:30 am - 8:00 pmMonday & Saturday  
10:00 am - 6:00 pm1375 Massachusetts Avenue  
Arlington, MA 02476

lakotabakery.com



## FITNESS FIRST

Arlington's Neighborhood  
Health Club  
Since 1982

471 Mass. Ave. Arlington (781) 643-4300  
Club Hours: M-F 5:30 am to 10 pm, S-S 8 am to 6 pm

MEMBER AMERICAN GEM SOCIETY



*Swanson*  
Jewelers Inc.

DAVID R. SWANSON  
CERTIFIED GEMOLOGIST  
APPRAISER  
WWW.SWANSONJEWELERS.COM

717 MASSACHUSETTS AVE.  
ARLINGTON, MASS. 02476  
PHONE (781) 643-4209  
FAX (781) 643-0977



NANCY N. SOLOMON, GRI  
REALTOR®, Notary Public

(781) 648-6500 OFFICE  
(617) 281-0029 CELL  
(781) 648-9222 FAX  
Nancy.Solomon@NEMoves.com

637 Mass. Avenue  
Arlington, MA 02476

www.NewEnglandMoves.com

Owned And Operated By NEM LLC



arlington children's center

17 irving street \* arlington,ma \* 02476

781 646 9307 www.arlingtonchildrenscenter.org

## Arlington Heights Nursery School

*A creative and joyful learning environment  
for infants, toddlers and preschoolers*

10 Acton Street, Arlington, MA 02476  
(t) 781-646-8499 (f) 339-707-6013  
www.ahnschool.org

## LEONE & LEONE ATTORNEYS AT LAW

A GENERAL PRACTICE LAW FIRM EXPERIENCED  
IN REAL ESTATE TRANSACTIONS  
AND PROBATE MATTERS

ALSO CONCENTRATING IN:  
CONDO CONVERSION - WILLS AND TRUSTS  
ESTATE PLANNING - GUARDIANSHIPS  
PROBATE MATTERS - BUSINESS LAW

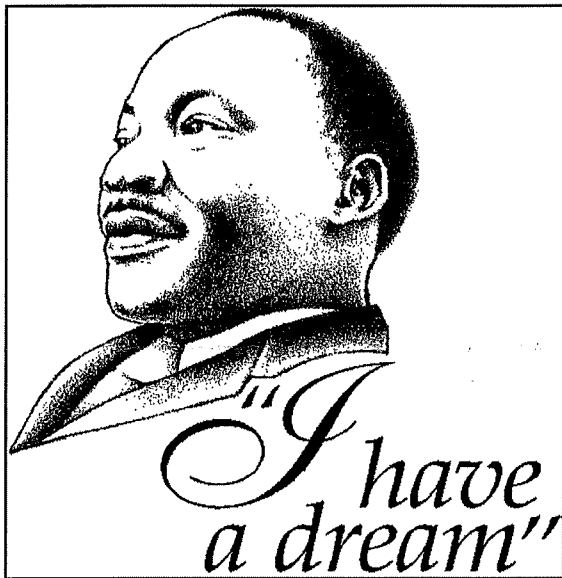
DAVID A. LEONE  
JOHN D. LEONE  
SUZANNE M. LEONE

637 Massachusetts Avenue  
Arlington, MA 02476

(Tel) 781-648-2345 - (Fax) 781-648-2544  
www.LeoneLaw.com - John@LeoneLaw.com  
*Initial Free Consultation for League Members*

# **29th Anniversary Dr. Martin Luther King, Jr. Birthday Observance**

**Monday, January 16, 2017**



**Guest Speaker:**  
**Tina Martin**  
WGBH News

**Music:**  
**Leslee Christopher, soprano**  
**Paul White, piano**

Doors open at 6:45 p.m. with light refreshments  
Program begins at 7:30 p.m.

**Robbins Memorial Town Hall**  
**730 Massachusetts Ave., Arlington, MA 02476**

*We will be collecting non-perishable goods for the Arlington Food Pantry.  
A free-will offering will benefit public and nonprofit programs that further the  
goals of Dr. King.*

**Directions to Angela Olszewski's home, 1 Watermill Place, Apt. 428 (Phone: 781-648-8649)**

Watermill Place is a condo building located next to the Old Schwamb Mill on Lowell Street in Arlington Heights.

*From Arlington Center:*

Follow Mass. Ave into the Heights. At the former Nicola Pizza, bear right onto Lowell Street and pass a few houses. Watermill Place will be on your right. Continue to the end of the building to the large Watermill Place sign. Turn right into the parking lot and drive past the green awning. There will be marked visitor spaces in front of you. If none are available you can park on Lowell Street, on the side where the building is.

*From Park Avenue:*

Follow Park Avenue down the hill to Mass. Ave. Continue straight and cross over Mass. Ave. (Digum's Ice Cream and the UPS Store on two of the corners). Go over a bridge (Gold's Gym on the right). Take the first (sharp) right onto Lowell Street (Peter Pan Superette on the corner). Go over another bridge. There are about six houses very close together on the left. Watermill Place is on the left after the houses. Take a left into the driveway and drive past the green awning (entrance) to marked visitor spaces. If no spaces are available, you can park on Lowell Street, on the side where the building is.

Enter the building at the green awning. The name list is alphabetical by last name. Press A to get to the middle of the alphabet, then press Z repeatedly to arrow down to my last name, Olszewski. When my last name is highlighted, press the CALL button.



**Salutes the  
League of Women Voters  
for its contribution to  
our community**

**Arlington Community Media, Inc.  
Your Connection to Arlington Television**

85 Park Ave, Arlington, MA  
781-777-1115  
<http://acmi.tv>

# WANAMAKER

## Hardware Inc.



1298 Massachusetts Avenue  
Arlington, MA 02476  
(781) 643-1900

*Family owned and operated. Serving the community  
for over 85 years.*

- Sharpening Service
- Locks Re-keyed
- Lamps Repaired
- Aluminum Windows and Screens Repaired
- Glass Cutting
- Window Shades Cut
- Computerized Paint Mixing
- Gift Certificates
- Copier Available

Specials and Coupons Online  
[www.wanamakerhardware.com](http://www.wanamakerhardware.com)

# True Value



## League Focuses on Climate Change at Holiday Party

*By Kim Haase*

Marc Breslow, an Arlington environmental activist, spoke about local and state efforts to combat climate change at the LWVA's annual holiday party on December 7. Joan and Jim Robbio were our gracious and much appreciated hosts.

Marc founded Sustainable Arlington (SA), a Vision 2020 environment committee, many years ago, after working on Arlington's recycling program before that. SA is a chapter of the Massachusetts Climate Action Network. Marc is now active in Climate XChange, an organization that works on providing policymakers with information about market-based solutions to climate change. (See <http://www.sustainablearlington.org/>, <http://www.massclimateaction.org/>, and <http://climate-xchange.org/> for more information.) He worked for the Patrick administration on climate policy.

Marc began by observing that with the incoming administration and Congress, we can hope for defensive action at best at the federal level. Citizens of Massachusetts, California, and other states need to focus on the state and local levels to influence other states and, ultimately, federal officeholders. Governor Charlie Baker is committed to enforcing current state law mandates, notably a 2008 law requiring us to reduce our carbon emissions. He noted that many years ago the LWVA, including Elizabeth Thompson, pioneered on local environmental issues.

With SA's encouragement, the Town passed its own climate plan some years ago and has been working on making Town facilities, such as vehicles and street lights, energy efficient. Many schools now have solar panels. SA also promotes household energy audits and solarization. Currently SA and Mothers Out Front are advocating community choice aggregation (CCA), to enable citizens and the Town to purchase climate-friendly energy at a negotiated price through an energy broker. Arlington Town Meeting passed CCA last spring and is now on track to provide this solution.

With Climate XChange, Marc is now focusing on implementing carbon pricing in Massachusetts through a bill filed by State Sen. Michael Barrett of Lexington. The proposed law uses a fee and rebate mechanism, not a tax, that would increase the price of fossil fuels so as to discourage their use. The law would be revenue-neutral: all proceeds from the fee would be rebated to taxpayers. Wholesalers and utilities would pay the fee, which consumers would pay in the form of higher fuel prices. Every resident would receive an equal rebate, so those who consumed less fuel would come out ahead. The fee would be phased in over a number of years, starting at \$10 per ton of carbon and ending at \$40/ton after 7 years. A \$10/ton fee would result in about a 9 cents per gallon price increase. Carbon pricing is probably the most effective way to reduce emissions; one successful example is British Columbia in Canada. The LWVMA supports the bill; you may remember a forum in Arlington in December 2015 with Launa Zimmaro of LWVMA as a speaker.

Our state legislators are all on board as supporters, but the bill now needs a House sponsor. Marc would like Rep. Sean Garballey to lead on this. According to Colleen Kirby, he is interested (see page 8), so we should encourage him. Some legislators would like the bill to be revenue positive, to support public transit and renewables, though Sen. Barrett believes revenue neutrality will bring more support. Writing to Gov. Baker would be helpful, since he wants to meet our emissions goals without carbon pricing.

In response to a question about methane, which is 30-40 times worse than carbon as a pollutant, Marc replied that methane is included in the Barrett bill, although calculating its use is more difficult, particularly since 2-3% of it is lost to leaks. A better term for the bill's aim would be greenhouse gas pricing, since other greenhouse gases, such as refrigerants, are being added to the bill to give manufacturers an incentive to reduce leakage.

Other states are working on this, notably California. The Trudeau administration in Canada is requiring all provinces to implement carbon pricing by 2018. Massachusetts is also part of the Regional Greenhouse Gas Initiative (<https://www.rggi.org/>) to reduce emissions.

## Legislative Session Preview

*By Colleen Kirby*

I visited Sen. Donnelly's office and Reps. Rogers' and Garballey's offices to see what they are excited about legislatively next session.

I met with Kira Arnott, Rep. Dave Rogers' new aide, at Kickstand Café office hours. She says there is interest in the omnibus criminal justice reform bill coming out of the Council of State Government (CSG) process in January, and that Rep. Rogers will be re-filing other criminal justice reform bills that likely won't be covered in the omnibus bill. A few highlights: He may be filing retiring Rep. Sannicandro's Pretrial and bail reform bill, a bill with DA Ryan on solicitation of a felony, a bill on having grand juries, increasing the felony larceny threshold above \$1500 (maybe to \$2500), and he is prioritizing making sure individuals undergoing evictions have a right to counsel. He is also filing a pregnant workers fairness bill, and a couple of bicycle bills: clarifying distance from a bike lane and no parking in bike lanes.

Rep. Sean Garballey hopes that restorative justice language will be part of the bill coming out of the CSG process in January. The language should enable restorative justice to be an option for police departments across the Commonwealth. This may be pre-arraignment only, but hopefully there will also be an option for judges to use restorative justice post-arraignment. He may also be filing a medical release bill with Sen. Pat Jehlen, a college savings plan for all new-borns, a ban on fracking, getting to 100% renewables by 2050, and a carbon pricing bill with Marc Breslow. He is very happy his hearing aid bill for children passed and is working on getting coverage of nutrition for children born with a rare protein disorder. He is also working on a coverage of disfigurement bill for workers and a bill to increase the age of support for youth aging out of foster care.

I spoke with Dave Swanson, Sen. Ken Donnelly's legislative aide, and he talked about interest in supporting the CSG omnibus bill, as well as a bill by Sen. Jason Lewis to establish a Center for Excellence in Community Policing and Behavioral Health to improve police training for incidents involving people who are in a mental health or substance use crisis. Sen. Donnelly plans to re-file the pretrial and bail reform bill they introduced last session, a bill for better sharing of labor and workforce data, and several mental health access and timely treatment bills. He is also working on a bill with Clean Water Action for disclosure of toxic chemicals used in children's products.

It sounds as if the House and Senate have come to agreement on the rules before the session starts in January, unlike last session, and as if bills will be coming out of committees earlier (by February of 2018).

Any errors are totally my own misunderstanding, so don't hold any of our hard-working legislators to this preliminary list of legislation.

**We welcome new members at all times.  
Thank you for your support.**

**LEAGUE OF WOMEN VOTERS OF ARLINGTON  
Membership Application/Renewal Form**

**\*\*Fiscal Year runs from April 1 to March 31\*\***

Name \_\_\_\_\_ Precinct \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_ Occupation \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Please indicate if you do NOT want your contact information sent to Arlington League members

\_\_\_\_\_ Basic Membership Dues..... \$60  
\_\_\_\_\_ 2nd member in household ..... \$23  
\_\_\_\_\_ Student (full-time) ..... \$20  
\_\_\_\_\_ Contribution to help the LWV in Arlington, add \$ \_\_\_\_\_  
TOTAL ENCLOSED \$ \_\_\_\_\_

*If \$60 is a hardship, please pay what you can and let us know that this is your dues payment.*

MAKE CHECKS PAYABLE TO: League of Women Voters of Arlington  
MAIL TO: Ann FitzGerald, 162 Summer St., Unit 1, Arlington, MA 02474

\*\*\*\*\*

Please check areas of interest and activity even if you can't be actively involved THIS year.

**SPECIAL LEAGUE ACTIVITIES**

\_\_\_\_\_ Join the Board. Position: \_\_\_\_\_  
\_\_\_\_\_ Action: phone calls \_\_\_\_\_ letters \_\_\_\_\_  
\_\_\_\_\_ Bulletin: mailing \_\_\_\_\_ soliciting ads \_\_\_\_\_  
\_\_\_\_\_ Membership  
\_\_\_\_\_ Nominating Committee  
\_\_\_\_\_ Publicity Writer  
\_\_\_\_\_ Voter Service: Rides to the polls \_\_\_\_\_  
\_\_\_\_\_ Candidates Night  
\_\_\_\_\_ Voters' Guide  
\_\_\_\_\_ Attend State League's Phonothon  
\_\_\_\_\_ Be a discussion leader at local meetings  
\_\_\_\_\_ Fundraising activities  
\_\_\_\_\_ Offer meeting refreshments  
\_\_\_\_\_ Post fliers and deliver brochures  
\_\_\_\_\_ Host a meeting in my home  
\_\_\_\_\_ Monitor elections for nonprofit organizations

**OBSERVE AT  
TOWN BOARD MEETINGS\***

\_\_\_\_\_ Selectmen (Mondays)  
\_\_\_\_\_ Redevelopment Board (Mondays)  
\_\_\_\_\_ School Committee (2nd & 4th Thursdays)  
\_\_\_\_\_ Conservation Commission (1st & 3rd Thurs.)  
\_\_\_\_\_ Housing Authority

**FOLLOW ISSUES, KEEP LEAGUE  
AND COMMUNITY INFORMED**

\_\_\_\_\_ Congress/Presidency/Election Process  
\_\_\_\_\_ Discrimination/Equal Employment/Civil Rights  
\_\_\_\_\_ Education/Child Care  
\_\_\_\_\_ Environment/Recycling  
\_\_\_\_\_ Health Care  
\_\_\_\_\_ Justice/Courts/Prisons  
\_\_\_\_\_ Land Use  
\_\_\_\_\_ Taxation/Budgets/Deficits  
\_\_\_\_\_ Transportation/Urban Policy  
\_\_\_\_\_ Voting Rights  
\_\_\_\_\_ Warrant Articles Review  
\_\_\_\_\_ Welfare Policies/Basic Human Needs  
\_\_\_\_\_ Women's Issues  
\_\_\_\_\_ Zoning/Community Development/Land Use

**SKILLS LEAGUE COULD DRAW ON**

\_\_\_\_\_ Computer database \_\_\_\_\_ Fundraising  
\_\_\_\_\_ Graphic design \_\_\_\_\_ Writing articles  
\_\_\_\_\_ Desktop publishing \_\_\_\_\_ Other  
\_\_\_\_\_ Web site maintenance  
\_\_\_\_\_ Membership development  
\_\_\_\_\_ Moderating meetings

**BEST TIME TO CALL YOU:**

(for phone tree reminders) Call before \_\_\_\_\_ o'clock

\*Some of these can be seen on cable TV

# Report: Rides to the Polls

*By Phyllis Maddox*

Thank you to our members, Kathy Fennelly, Nancy Gray, Carolyn Parsons, and Ann FitzGerald, for volunteering to drive to the polls on November 8. The phone was busy all day.

11 people requested rides and 5 non-members offered to provide rides. In addition, there were 2 calls from people in Cambridge and Lynn asking for rides. I suggested they call the local political parties.

January 2017

02476-47015

Arlington, MA 02476-4701

865 Massachusetts Ave.

Arlington High School, 6th Floor

School Committee

Karen Fitzgerald,

Arlington, MA 02476

Post Office Box 461

League of Women Voters of Arlington

05 JAN 2017 PM 9:1

BOSTON MA 021

